

# Cardinal Reports Catalog Time & Attendance

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 04/13/2020



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#### **Training Materials and Resources**

After reviewing this Reports Catalog, if any additional information or guidance is needed, please refer to the following:

- Cardinal SW NAV220 Cardinal Reporting: This Instructor Led Training (ILT) course provides training, demonstrations, and exercises that cover the fundamentals of how to run or access report and queries. Additionally, it covers how to perform inquiries. The course document provides:
  - Key concepts in Cardinal reporting
  - Information on how to access the Query Viewer to search, run, and access query results online or by download
  - Information on how to perform inquiries to access details about an item or transaction in Cardinal
  - Basic information about types of reports and how to access the different types of reports
  - Information on how to run and check the status of ad hoc reports
  - Information on how to access nVision reports and how to use the Drilldown feature
  - Information on how to run BI Publisher and PSJob reports and access them through the Report Manager
  - References for additional Resources, Job Aids, and Key Terms
  - Exercises which provide hands-on practice to run/access reports, inquiries or queries (provided in the ILT course only)

**Note**: This resource document is located on the Cardinal website and can be accessed by following this path:

Training > Course Materials > Statewide > SW\_Financials > SW\_Overview: Navigation, Reporting and Approvals > NAV220: Cardinal Reporting

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#### **Absence Management – Forecast Balances Inquiry**

**REVISED:** 01/24/2020

#### **DESCRIPTION:**

This inquiry is used to view an employee's current absence balance including the absence type, the amount (current balance in hours), and as of dates. A user can also forecast an employee's absence balances for a specific absence type.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Review Absence Balances

Online

#### INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

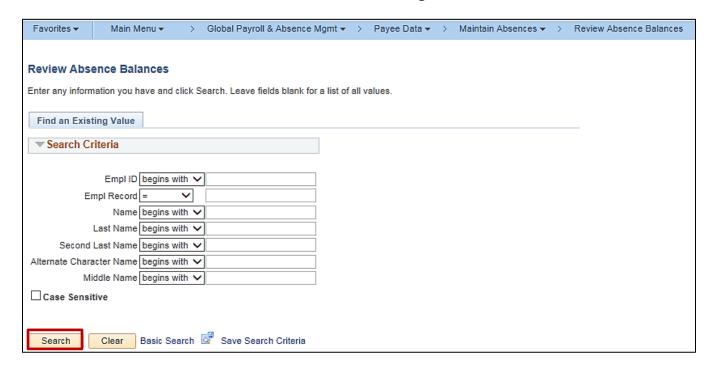
Empl ID
Empl Record
Name
Last Name
Second Last Name
Alternate Character Name

#### **ADDITIONAL INFORMATION:**

Middle Name

Users must have the appropriate security roles to the Review Absence Balances page through the above navigation path.

#### Screenshot of the Review Absence Balances - Search Page

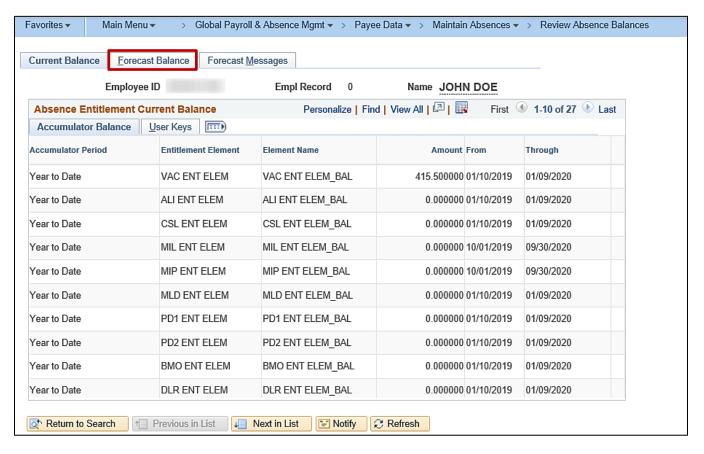


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Enter the desire search criteria and then click on the **Search** button. A list of employees that match the search criteria will display. Select an employee from the list. The **Absence Entitlement** page will display with the employee's current absence balances.

#### Screenshot of the Absence Entitlement Page

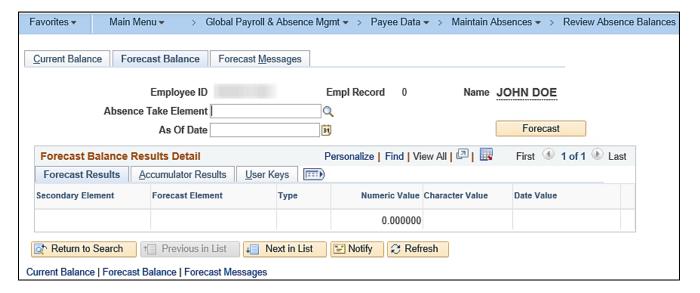


Click on the Forecast Balance tab.

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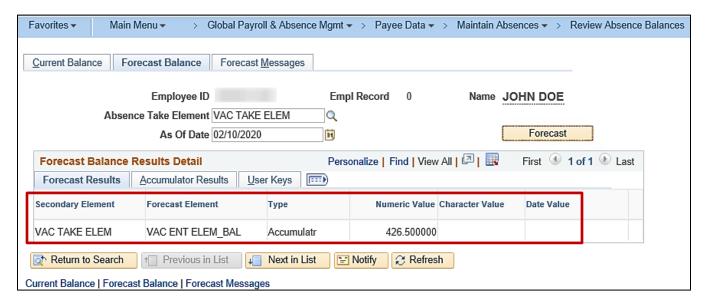


#### Screenshot of the Absence Entitlement Page - Forecast Balance Tab



Enter the desired **Absence Take Element** and **As Of Date** and then click on the **Forecast** button. The forecasted entitlement balance will be displayed.

#### Screenshot of the Absence Entitlement Page - Forecast Balance Tab (continued)



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#### **Manager Self Service - Approve Payable Time Inquiry**

**REVISED**: 01/24/2020

#### **DESCRIPTION:**

This inquiry is used to identify Payable Time transactions and allows managers to select those transactions for review and approval or denial. The inquiry displays all employees having Payable Time that needs approval or denial and lists employees per the designated search criteria (i.e., typically, the Reports To Position Number of the manager and date range). Transactions can be selected, reviewed, and approved individually or by Select All and Approve for the entire group. This inquiry is one of three primary inquiries used by managers for time management under Manager Self Service.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

#### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** 

Time Reporter Group Online

Empl ID

Last Name

First Name

**Business Unit** 

Job Code

Department

Reports To Position Number

**Location Code** 

Workgroup

**Position Number** 

Start Date

**End Date** 

Note: Using the manager's Reports To Position Number is the best selection criteria.

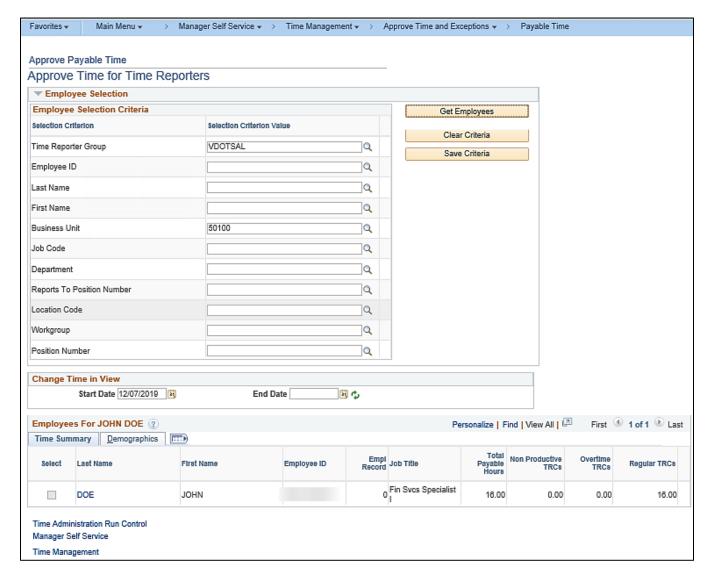
#### **ADDITIONAL INFORMATION:**

Each Employee Name listed is hyperlinked and when clicked displays Payable Time transactions which have not been approved for the selected employee.

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#### Screenshot of the Approve Payable Time Inquiry Page



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#### **Manager Self Service - Approve Reported Time Inquiry**

**REVISED:** 04/01/2017

#### **DESCRIPTION:**

This inquiry is used to identify Reported Time transactions (Absences) that need review and approval (or denial). The inquiry displays all employees having Reported Time that needs approval or denial and lists employees per the designated search criteria (i.e., typically, the Reports To Position Number of the manager and View By "All Time After" date). Transactions can be selected, reviewed, and approved individually or by Select All and Approve for the entire group. The query results can be filtered by View By (All Time After, All Time Before, Day, or Week), Date, and user may select to Include Absence or Show Schedule Information. This inquiry is one of three primary inquiries used by managers for time management under Manager Self Service.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

#### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** 

Online

Time Reporter Group

Empl ID

Last Name

First Name

**Business Unit** 

Job Code

Department

Reports To Position Number

**Location Code** 

Workgroup

**Position Number** 

**Note:** Using the manager's Reports To Position Number is the best selection criteria.

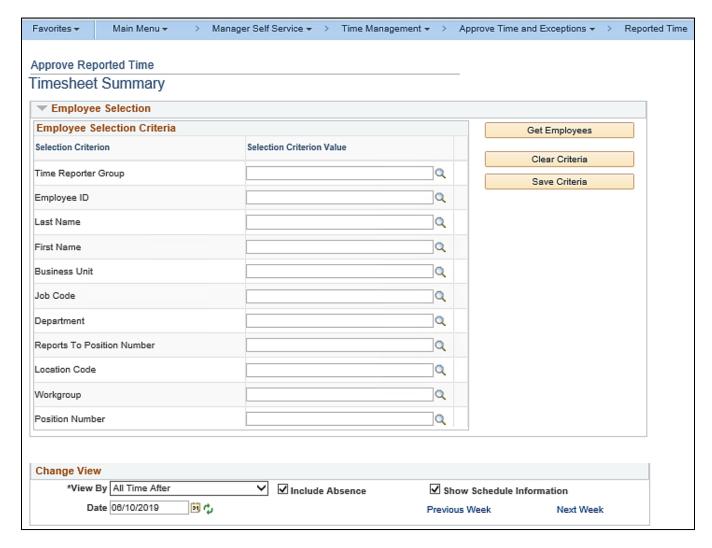
#### ADDITIONAL INFORMATION:

Each Employee Name listed is hyperlinked and when clicked will display Reported Time transactions which have not been approved for the employee.

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#### Screenshot of the Manager Self Service Approve Reported Time - Selection Criteria Page

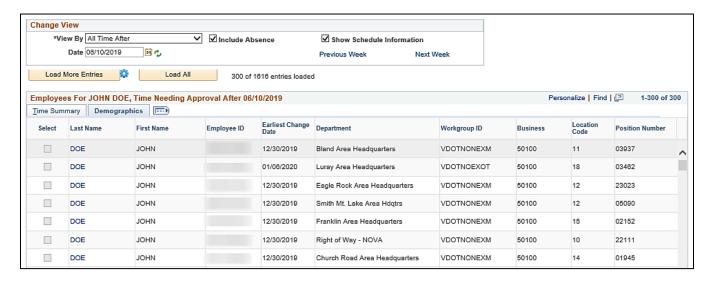


Enter Employee Selection Criteria and select Get Employees

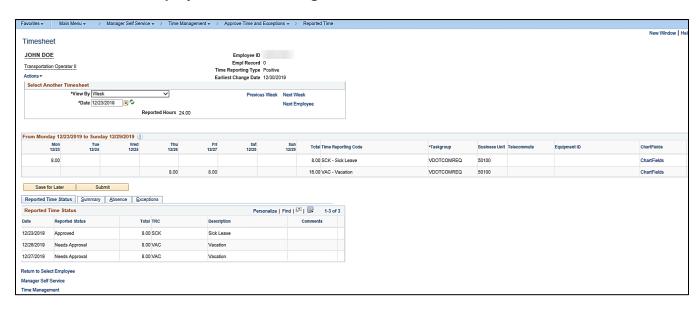
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#### Screenshot of the Manager Self Service Approve Reported Time Results



#### **Screenshot of the Employee Timesheet Page**



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#### Manager Self Service - Exceptions Inquiry

**REVISED:** 03/04/2020

#### **DESCRIPTION:**

This inquiry is used to identify timesheet transactions with outstanding Exceptions and enables managers to select Exception transactions individually, or a user can Select All to Allow or Select All to Disallow. The inquiry displays all outstanding Exceptions that have not yet been allowed or disallowed and lists Exceptions for all employees per the designated search criteria (i.e., typically, the Reports To Position Number of the manager). The query results can be filtered by Date/Start Date, Employee/Employee ID, Exception/Exception ID, and Severity (Low, Medium, High). This inquiry is one of three primary inquiries used by managers for time management under Manager Self Service.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions

#### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** 

Online

Time Reporter Group Employee ID Last Name First Name

Business Unit

Job Code Department

Reports To Position Number

Location Code

Workgroup

**Position Number** 

**Note:** Using the manager's Reports To Position Number is the best selection criteria. There is no date selection criteria for Exceptions.

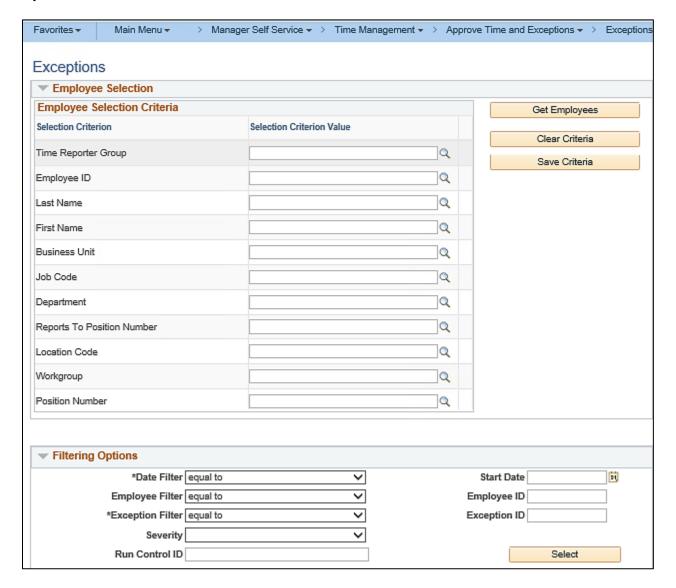
#### ADDITIONAL INFORMATION:

An Exception is an error or warning generated by the Time Administration process during the validation of Reported Time timesheet transactions, including both productive and non-productive time. There are two groups of Exceptions: 1) Low and Medium Exceptions and 2) High Exceptions. Low and Medium Exceptions can be allowed, disallowed, or ignored by a supervisor in reviewing the timesheet. A High Exception must be corrected and the timesheet resubmitted. Exceptions can be selected, reviewed, allowed (or disallowed) and saved individually or a user can choose Allow All (or Disallow All) and save.

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# Screenshot of the Manager Self Service Exceptions – Employee Selection Criteria and Filtering Options

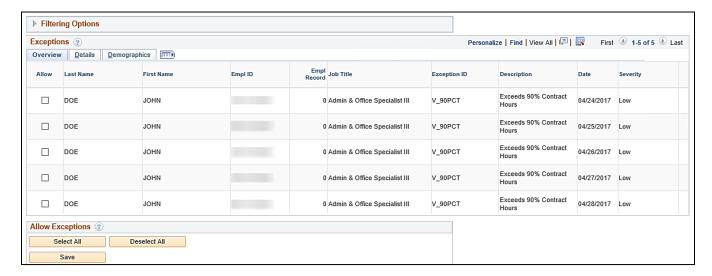


Enter Employee Selection Criteria and select Get Employees

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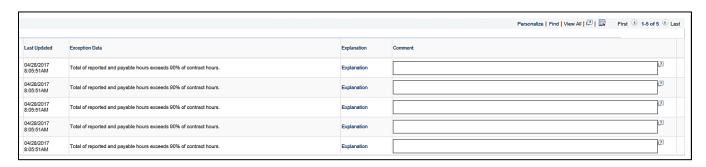
#### Screenshot of the Manager Self Service Exceptions Results – Overview



#### Screenshot of the Manager Self Service Exceptions Results - Details



#### Screenshot of the Manager Self Service Exceptions Results - Details (scrolled right)



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#### **Self Service - Absence Balances Inquiry**

**REVISED:** 01/24/2020

#### **DESCRIPTION:**

This inquiry is used to view the current absence entitlement balances for a Self Service user. The inquiry is one of the primary inquiries used by employees to view and manage time under Self Service.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Self Service > Time Reporting > View Time > Absence Balances

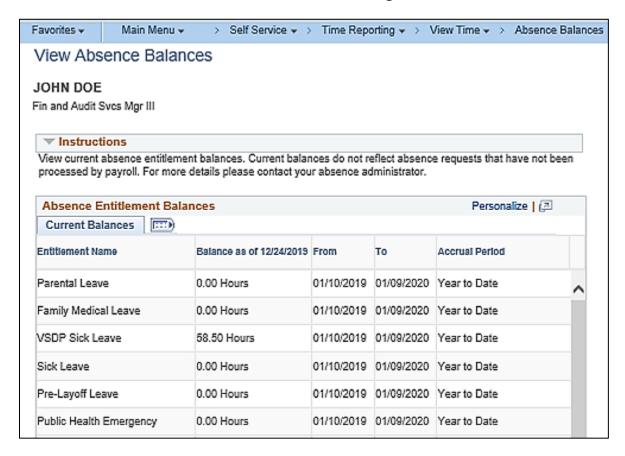
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

None Online

#### **ADDITIONAL INFORMATION:**

Click on Absence Balances from the View Time Menu and the **View Absence Balances** page will be displayed with each of the possible absence entitlements and related balance information.

#### Screenshot of the Self Service Absence Balances Page



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#### **Self Service - Absence Request History Inquiry**

**REVISED:** 04/01/2017

#### **DESCRIPTION:**

This inquiry is used to view history details of absence requests for a Self Service user. The inquiry is one of the primary inquiries used by employees to view and manage time under Self Service.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Self Service > Time Reporting > View Time > Absence Request History

#### INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

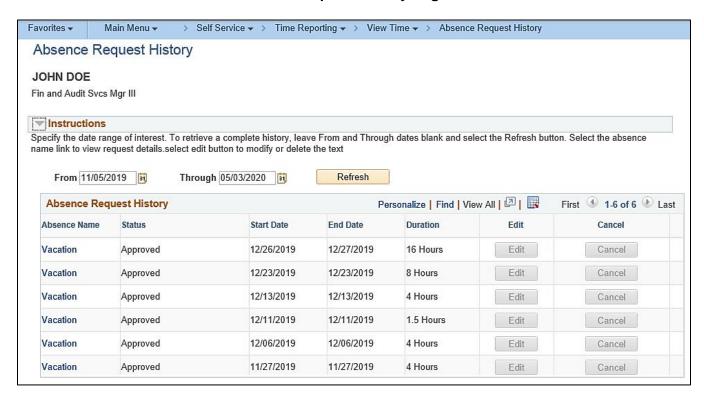
From [date] Online

Through [date]

#### **ADDITIONAL INFORMATION:**

Cardinal defaults a current period date range when the **Absence Request History** page displays. Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select the **Refresh** button. Select the absence name link to view request details.

#### Screenshot of the Self Service Absence Request History Page



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#### **Self Service - Compensatory Time Inquiry**

**REVISED:** 04/01/2017

#### **DESCRIPTION:**

This inquiry is used to view a balance of accumulated Compensatory Time for a Self Service user. The inquiry is one of the primary inquiries used by employees to view and manage time under Self Service.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Self Service > Time Reporting > View Time > Compensatory Time

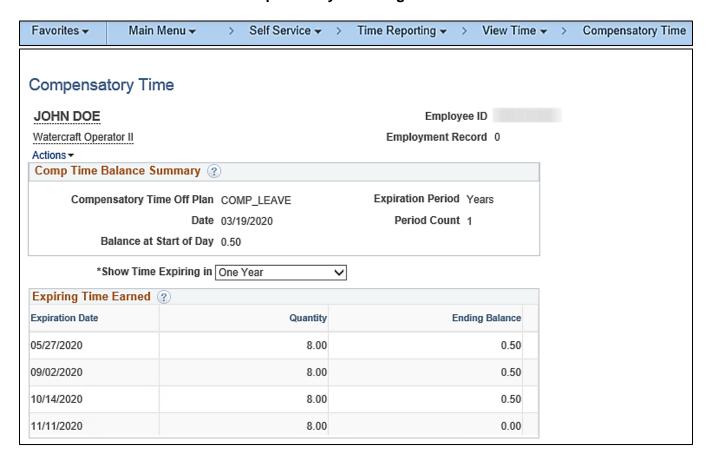
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

None Online

#### **ADDITIONAL INFORMATION:**

Cardinal defaults the current date when the **Compensatory Time** page displays. Compensatory Time ages out at 365 days. In addition to displaying the balance of Compensatory Time available at the start of the current day, users have the ability to "**Show Time Expiring in**" the Next 30 Days, Next 90 Days, One Year, or Show All.

#### Screenshot of the Self Service Compensatory Time Page



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#### **Self Service - Exceptions Inquiry**

**REVISED:** 04/01/2017

#### **DESCRIPTION:**

This inquiry is used to view the exceptions associated with Reported Time for a Self Service user. The Exceptions inquiry displays all outstanding exceptions that have not yet been allowed or disallowed by a manager. The inquiry is one of the primary inquiries used by employees to view and manage time under Self Service.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Self Service > Time Reporting > View Time > Exceptions

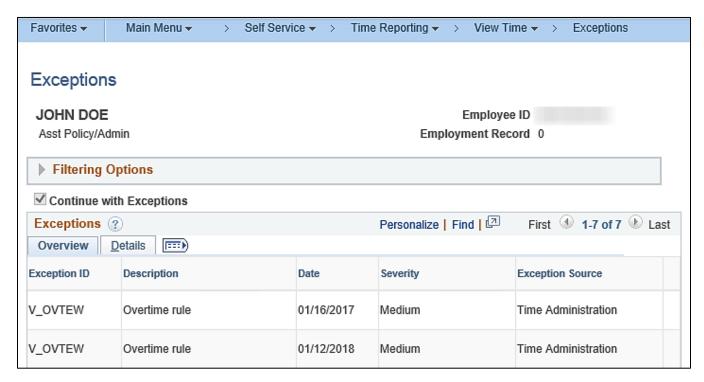
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

None Online

#### **ADDITIONAL INFORMATION:**

An Exception is an error or warning generated by the Time Administration process during the validation of Reported Time timesheet transactions, including both productive and non-productive time. There are two groups of Exceptions: 1) Low and Medium Exceptions and 2) High Exceptions. Low and Medium Exceptions can be allowed, disallowed, or ignored by a supervisor in reviewing the timesheet. A High Exception must be corrected and the timesheet resubmitted in order to be approved. The initial **Exceptions** page displayed is an overview of a user's outstanding exceptions. A user can click on the **Details** tab to expand the display to view more detailed information about the exceptions.

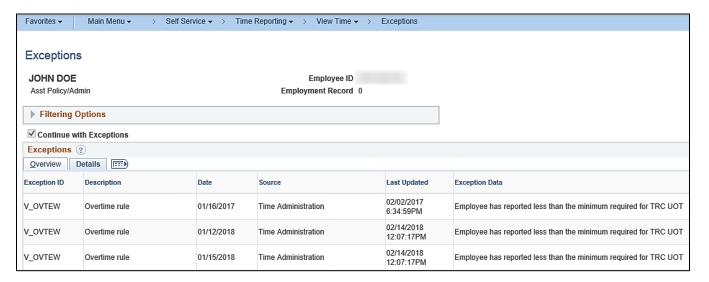
#### Screenshot of the Self Service Exceptions Page – Overview



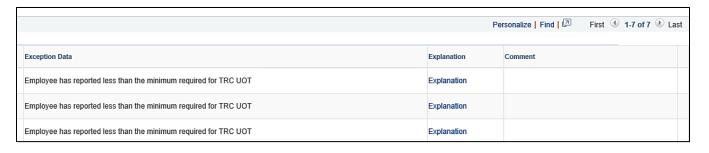
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#### Screenshot of the Self Service Exceptions Page - Details



#### Screenshot of the Self Service Exceptions Page - Details (scrolled right)



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#### Self Service - Forecast Balances Inquiry

**REVISED:** 04/01/2017

#### **DESCRIPTION:**

This inquiry is used to forecast absence entitlement balances for a Self Service user. The inquiry is one of the primary inquiries used by employees to view and manage time under Self Service.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Self Service > Time Reporting > View Time > Absence Balances

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

As of Date Online

Filter by Type

Absence Name (required field)

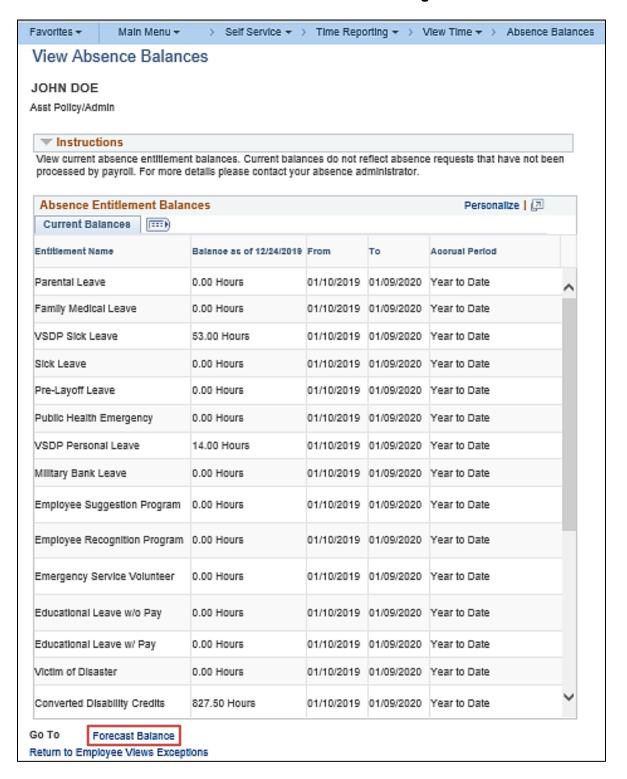
#### **ADDITIONAL INFORMATION:**

Forecast Balance is part of the Absences Balances functionality. Click on **Absence Balances** from the View Time Menu and the **View Absence Balances** page will be displayed with each of the possible absence entitlements and related balance information. Click on the **Forecast Balance** link near the bottom of the **View Absence Balance** page to go to the **Forecast Balance** page. To initiate the Forecast Balance calculation, you specify an As of Date, select the **Filter by Type** related to the Absence Name (or select All), select an **Absence Name** (leave type) that you want to forecast, and then click the **Forecast Balance** button.

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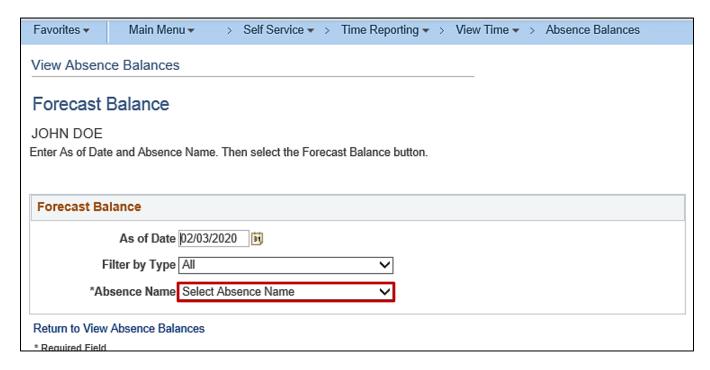
#### Screenshot of the Self Service View Absence Balances Page - Forecast Balance Link



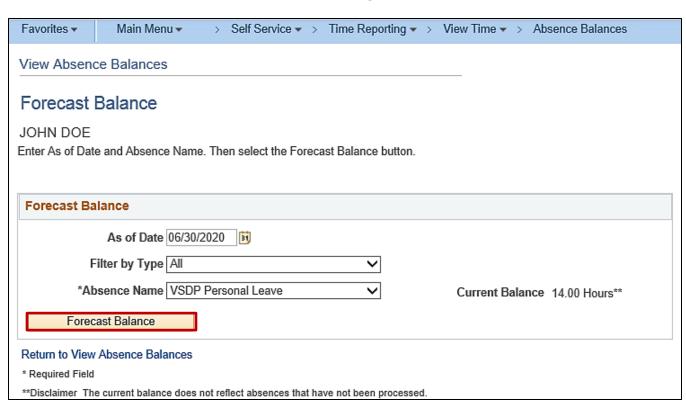
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#### Screenshot of the Self Service Forecast Balance Page



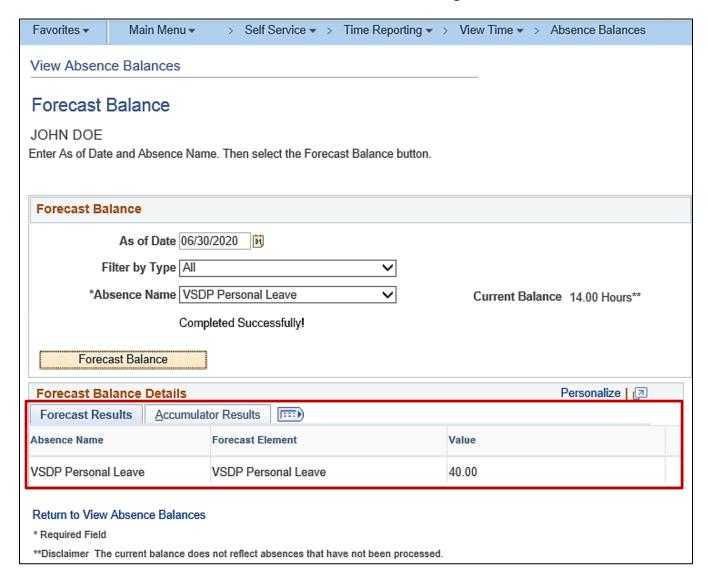
#### Screenshot of the Self Service Forecast Balance Page - Forecasted Absence Balance



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#### Additional Screenshot of the Self Service Forecast Balance Page - Forecasted Absence Balance



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#### **Self Service - Payable Time Detail Inquiry**

**REVISED:** 03/27/2017

#### **DESCRIPTION:**

This inquiry is used to view Payable Time details for a Self Service user. The inquiry is one of the primary inquiries used by employees to view and manage time under Self Service.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Self Service > Time Reporting > View Time > Payable Time Detail

#### INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Start Date Online

**End Date** 

Statuses include:

Needs Approval – Waiting for approver's approval Approved – Approved by designated approver Rejected by Payroll – Rows that will not be allocated to General Ledger Distributed – Paid and allocated to the General Ledger

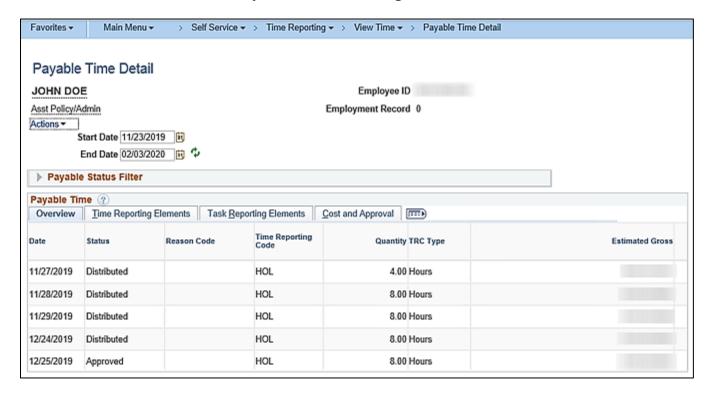
#### **ADDITIONAL INFORMATION:**

Cardinal displays the Payable Time Detail for the most current Start and End Date range. A user can change the Start and End Dates on the **Payable Time Detail** page. After clicking the **Refresh** icon, the page displays the Payable Time status of the timesheet transactions for the designated date range. For example, the Payable Status of Needs Approval indicates that the supervisor has not yet approved (or denied) that particular timesheet transaction.

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#### Screenshot of the Self Service Payable Time Detail Page



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#### **Self Service - Payable Time Summary Inquiry**

**REVISED:** 03/27/2017

#### **DESCRIPTION:**

This inquiry is used to view a summary of Payable Time for a Self Service user. The inquiry is one of the primary inquiries used by employees to view and manage time under Self Service.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Self Service > Time Reporting > View Time > Payable Time Summary

#### INPUT / SEARCH CRITERIA:

**OUTPUT FORMAT:** 

Online

Start Date
End Date
Previous Week (hyperlink)

Next Week (hyperlink)

#### **ADDITIONAL INFORMATION:**

Cardinal displays the Payable Time Summary for the most current Start and End Date range. A user can change the Start and End Dates on the **Payable Time Summary** page. A user can also change the weeks displayed by clicking **Previous Week** and **Next Week**. A user can navigate directly to the **Payable Time Detail** page by clicking the **Detail Page** link at the bottom of the page.

#### Screenshot of the Self Service Payable Time Summary Page



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#### Absence Adjustments Query (V\_TA\_ABS\_ADJUSTMENTS)

**REVISED:** 03/27/2017

#### **DESCRIPTION:**

This query displays absence balance adjustment transaction data including employee identification information, absence calendar information, absence adjustment type and amount, and date and time update information.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ABS\_ADJUSTMENTS

#### INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Employee ID (or % for all)

Dept ID (or % for all)

Calendar ID (or % for all)

CSV

#### **ADDITIONAL INFORMATION:**

Users can search for balance adjustments for individual employees, review adjustments by Department or by Absence Type and Calendar ID.

#### Screenshot of the Absence Adjustment Query Page



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# Active Job Inactive Time Reporter Query (V\_TA\_ACT\_JOB\_INACT\_TIMERPTR)

**REVISED:** 03/27/2017

#### **DESCRIPTION:**

This query displays active employees with inactive time reporter status and is used for correcting employee setup issues.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V\_TA\_ACT\_JOB\_INACT\_TIMERPTR

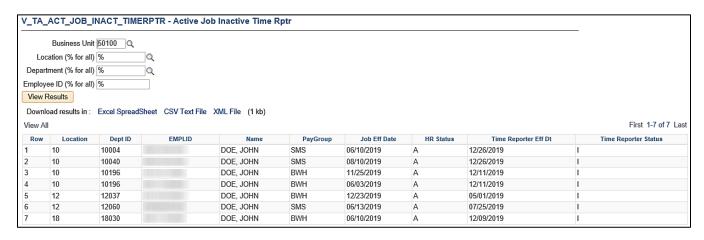
#### INPUT / SEARCH CRITERIA:

Business Unit Location (% for all) Department (% for all) Employee ID (% for all)

#### **OUTPUT FORMAT:**

HTML Excel CSV

#### Screenshot of the Active Job Inactive Time Reporter Query Page



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#### Active Salaried Missing TL Schedule Query (V\_TA\_MISSING\_SCHEDULE)

**REVISED:** 03/27/2017

#### **DESCRIPTION:**

This query displays salaried employees who do not have an assigned work schedule and is used for correcting employee setup issues.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V\_TA\_MISSING\_SCHEDULE

#### INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

None HTML Excel CSV

When you select this query, Cardinal automatically searches for the data and returns the query with no input.

#### Screenshot of the Active Salaried Missing TL Schedule Query Page

/_TA_MIS	SING_SCHED	ULE- Active Salarie	d missing TL S	ch						
	esults in : Excel \$	SpreadSheet CSV Text	File XML File (1	kb)						
View All										First 1-4 of 4 Last
Row	ID	Name	Position	Job Code	Dept ID	Location	Type	FLSA Stat	Reports To	Workgroup
1		DOE, JOHN	04929	29073	10007	10	S	Nonexempt	00472	VDOTNONEXM
2		DOE, JOHN	89063	29097	10007	10	S	Professional	00633	VDOTEXTPB5
3		DOE, JOHN	07926	79152	19029	19	S	Nonexempt	19089	VDOTNOEXOT
4		DOE, JOHN	16614	79152	14064	14	S	Nonexempt	22240	VDOTNONEXM

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# Compare Employees Work/Pay Group Query (V\_TA\_WORKGROUP\_PAYGROUP\_CMPARE)

**REVISED:** 03/27/2017

#### **DESCRIPTION:**

This query displays employees in a salaried pay group and hourly workgroup combination and employees in an hourly pay group and salaried workgroup combination. The query is used for correcting employee setup issues.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V\_TA\_WORKGROUP\_PAYGROUP\_CMPARE

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

None HTML Excel

**CSV** 

When you select this query, Cardinal automatically searches for the data and returns the query with no input.

#### Screenshot of the Compare Employee Work/Pay Group Query Page

V_TA_WORKGROUP_PAYGROUP_CMPARE- Compares EEs' work/pay grp  Download results in: Excel SpreadSheet CSV Text File XML File (1 kb)												
View Al	View All First 1-4 of 4 Last											
Row	Effective date	Description	Dept ID	Department Name	EMPLOYEE ID	Paygroup	Workgroup					
1	12/23/2019	Workgroup Mismatch	15049	Jamestown Scotland Ferry Maint		BWH	VDOT Salaried Non Exempt					
2	02/06/2018	Workgroup Mismatch	14077	Richmond Roadside Mgmnt		SMS	VDOT Hourly Employees					
3	07/07/2019	Workgroup Mismatch	15080	HamptonRds Spec Projects Group		SMS	VDOT Hourly Employees					
4	03/31/2016	Workgroup Mismatch	19115	NOVA Local Assistance		SMS	VDOT Hourly Employees					

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#### Donated Leave Usage Query (V\_TA\_DONATED\_LEAVE)

**REVISED:** 10/19/2017

#### **DESCRIPTION:**

This query displays leave donation taken (DLR) during a specified pay period (or multiple pay periods). The query returns the current balance of donated leave as of the leave period end date, the donated leave used within the leave period, and all regular time reported by an employee with a balance of donated leave.

The query can be run by Emplid or Department ID for a specified beginning and ending date range. If the dates entered in the prompts do not reflect an actual Leave period, the dates will be adjusted to include the whole Leave period(s) in which the beginning and ending dates fall. For example, using dates from 4/15/xxxx to 5/01/xxxx will pull information relating to Leave Period 4/10/xxxx through 5/9/xxxx. In the example, information from two leave periods would be on the Query results.

**OUTPUT FORMAT:** 

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V\_TA\_DONATED\_LEAVE

#### **INPUT / SEARCH CRITERIA:**

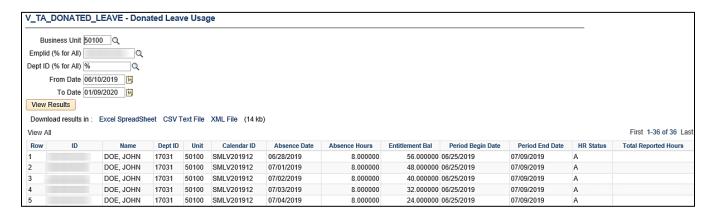
Business Unit HTML Emplid (% for all) Excel Dept ID (% for all) CSV

Date From Date To

#### **ADDITIONAL INFORMATION:**

If regular time is reported, this indicates that an employee has returned to work and may no longer be eligible to have a balance of donated leave if they worked every day of the pay period. Reported time displays even if the employee took only partial days during the pay period, e.g., an employee reporting time at the beginning of the period but still taking leave donations the rest of the period.

#### Screenshot of the Donated Leave Usage Query Page



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## Screenshot of the Query run to Excel for employee taking DLR and with a Donated Leave Balance

Donated Leave Usage	36										
ID	Name	Dept ID	Unit	Calendar ID	Absence Date	Absence Hours	Entitlement Bal	Period Begin Date	Period End Date	HR Status	Total Reported Hours
		17031	50100	SMLV201912	6/28/2019	8.000000	56.000000	6/25/2019	7/9/2019	Α	0.000000
		,17031	50100	SMLV201912	7/1/2019	8.000000	48.000000	6/25/2019	7/9/2019	Α	0.000000
		17031	50100	SMLV201912	7/2/2019	8.000000	40.000000	6/25/2019	7/9/2019	Α	0.000000
		17031	50100	SMLV201912	7/3/2019	8.000000	32.000000	6/25/2019	7/9/2019	Α	0.000000
		,17031	50100	SMLV201912	7/4/2019	8.000000	24.000000	6/25/2019	7/9/2019	Α	0.000000
		17031	50100	SMLV201912	7/5/2019	8.000000	16.000000	6/25/2019	7/9/2019	Α	0.000000
		,17031	50100	SMLV201912	7/8/2019	8.000000	8.000000	6/25/2019	7/9/2019	Α	0.000000
		17031	50100	SMLV201912	7/9/2019	8.000000	0.000000	6/25/2019	7/9/2019	Α	0.000000

#### How to read the report:

- 1. Each day the employee used "DLR" will be listed along with the number of hours used.
- 2. The Entitlement Bal will show and will decrement by the number of DLR hours used each day.
- 3. The **HR Status** is the status of the employee at the time the guery was run.
- 4. The **Total Reported Hours** are the total number of hours the employee worked during the Leave Period.

## Screenshot of the Query run to Excel for employee not taking DLR but with a Donated Leave Balance

Donated Leave Usage	1										
ID	Name	Dept ID	Unit	Calendar ID	Absence Date	Absence Hours	<b>Entitlement Bal</b>	Period Begin Date	Period End Date	HR Status	Total Reported Hours
		18002	50100	SMLV201924		0.000000	12.300000	12/25/2019	1/9/2020	Α	82.500000

#### How to read the report:

- 1. The **Entitlement Bal** will show the balance of Donated Leave at the time of the reported Leave Period.
- 2. The **HR Status** is the status of the employee at the time the guery was run.
- 3. The **Total Reported Hours** are the total of hours the employee worked during the Leave Period.

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### **Employee Job Status Changes Query (V\_TA\_EMP\_JOB\_STA\_CHNGS)**

**REVISED: 03/04/2020** 

#### **DESCRIPTION:**

This query displays employee status changes such as hire, termination (including terminations due to death of the employee) and position changes.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V\_TA\_EMP\_JOB\_STA\_CHNGS

#### **INPUT / SEARCH CRITERIA:**

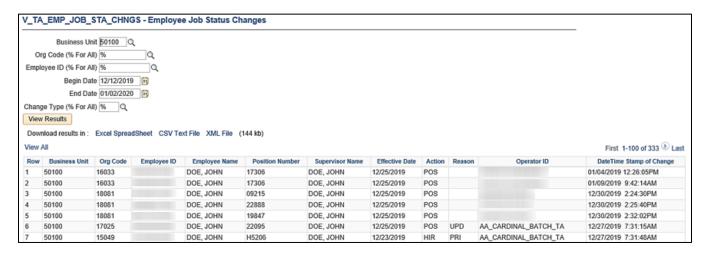
Business Unit Org Code (% for All) Employee ID (% for All) Begin Date End Date

Change Type (% for All)

#### **OUTPUT FORMAT:**

HTML Excel CSV

#### Screenshot of the Employee Job Status Changes Query Page



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# Inactive Job Active Time Reporter Query (V\_TA\_INACT\_JOB\_ACT\_TIMERPTR)

**REVISED:** 03/27/2017

#### **DESCRIPTION:**

This query displays inactive employees with active time reporter status and is used for correcting employee setup issues.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V\_TA\_INACT\_JOB\_ACT\_TIMERPTR

#### INPUT / SEARCH CRITERIA:

Business Unit Location (% for all) Department (% for all) Employee ID (% for all)

#### **OUTPUT FORMAT:**

HTML Excel CSV

#### Screenshot of the Inactive Job Active Time Reporter Query Page

Depar	ation (% for all) ment (% for all)	% Q							
-	ment (% for all)								
		% Q							
.mploy	ee ID (% for all)	%							
View I	Results								
Downl	nad roculte in :	Event SpreadShoo	t CSV Text File	VMI File (22 kb)					
		Excel SpreadShee	t CSV Text File	AMIL FILE (23 KD)					First 1-100 of 100
View A	ı								
Row	Location	Dept ID	EMPLID	Name	PayGroup	Job Eff Date	HR Status	Time Reporter Eff Dt	Time Reporter Status
Row 1	Location 10	Dept ID 10003	EMPLID	Name DOE, JOHN	PayGroup SMS	Job Eff Date 05/09/2019	HR Status	Time Reporter Eff Dt 11/06/2011	
Row 1		-	EMPLID				HR Status		Time Reporter Status
1	10	10003	EMPLID	DOE, JOHN	SMS	05/09/2019	HR Status	11/06/2011	Time Reporter Status
1	10 10	10003 10007	EMPLID	DOE, JOHN DOE, JOHN	SMS BWH	05/09/2019 07/23/2019	HR Status I I I	11/06/2011 07/24/2019	A A
1 2 3 4	10 10 10	10003 10007 10017	EMPLID	DOE, JOHN DOE, JOHN DOE, JOHN	SMS BWH SMS	05/09/2019 07/23/2019 05/10/2019	HR Status I I I I	11/06/2011 07/24/2019 08/10/2018	Time Reporter Status A A
Row 1 2 3 4 5	10 10 10 10	10003 10007 10017 10020	EMPLID	DOE, JOHN DOE, JOHN DOE, JOHN DOE, JOHN	SMS BWH SMS SMS	05/09/2019 07/23/2019 05/10/2019 12/01/2019	HR Status I I I I	11/06/2011 07/24/2019 08/10/2018 02/10/2019	Time Reporter Status A A A A

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# Leave Balances by Department ID / District Query (V\_TA\_LV\_BAL\_BY\_DEPTID\_DISTRICT)

**REVISED:** 03/27/2017

#### **DESCRIPTION:**

This query displays employee current leave balances by leave type. Information can be displayed by employee, Reports To, and/or Department.

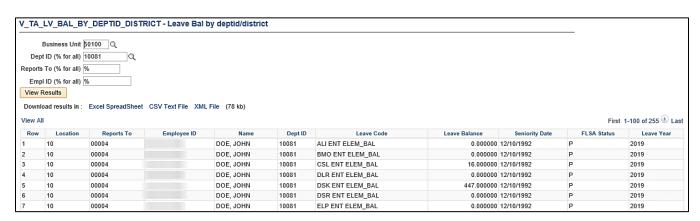
#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V\_TA\_LV\_BAL\_BY\_DEPTID\_DISTRICT

#### INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML
Dept ID (% for all) Excel
Reports To (% for all) CSV
Empl ID (% for all)

#### Screenshot of the Leave Balance by DeptID / District Query Page



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### Reports To Query (V\_TA\_REPORTS\_TO\_SUPV)

**REVISED:** 03/27/2017

#### **DESCRIPTION:**

This query displays all employees reporting to a specific position number and can be used to validate changes to an employee's Reports To position number.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V\_TA\_REPORTS\_TO\_SUPV

#### INPUT / SEARCH CRITERIA:

Who EE reports To

#### **OUTPUT FORMAT:**

HTML Excel CSV

### **Screenshot of the Reports To Query Page**

V_TA_RE	EPORTS_TO_SUPV - Repo	orts To				
Who EE re	eports To 00519					
View Res	sults					
Download	d results in : Excel SpreadSheet	CSV Text File XML File (1 kb)				
View All						E: 1.4.4.64.1
VIEW AII						FIRST 1-4 OT 4 Las
Row	SUPERVISOR EMPLID	SUPERVISOR'S NAME	Reports To	EMPLID for EE	Employee Name	Position for EE
	SUPERVISOR EMPLID	SUPERVISOR'S NAME DOE, JOHN	Reports To	EMPLID for EE	Employee Name DOE, JOHN	First 1-4 of 4 Las  Position for EE  22253
	SUPERVISOR EMPLID		·	EMPLID for EE		Position for EE
Row 1	SUPERVISOR EMPLID	DOE, JOHN	00519	EMPLID for EE	DOE, JOHN	Position for EE 22253

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### Time Approval Audit Query (V\_TA\_TIME\_APPROVAL\_AUDIT)

**REVISED:** 04/01/2017

#### **DESCRIPTION:**

This query displays all Payable Time rows and who or when approved or if not approved. Query can be used to audit time approval activity.

**OUTPUT FORMAT:** 

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TIME\_APPROVAL\_AUDIT

#### **INPUT / SEARCH CRITERIA:**

Business Unit HTML Empl ID Excel Date From CSV Date To

#### Screenshot of the Time Approval Audit Query Page

V_T/	_TIME_AP	PROVAL_	AUDIT - Time A	pproval Au	ıdit Query	/											
Busin	ess Unit 5010	00 Q															
	Empl ID %73	500															
Da	ate From 12/0	1/2019															
	Date To 12/3	1/2019															
Viev	v Results																
Dow	nload results i	in: Excel Sp	readSheet CSV T	ext File XML	File (136 k	kb)											
View	All																
Row	Employee ID	Daily Date	Approver Oprid	Approval Date	Last Updated Date	Timesheet Approved Status		Hours	Account Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
1		12/02/2019		12/05/2019 8:56:03AM	12/05/2019	PD	RGS	8.000000	000000166	599999	04100	699001	10004	11120010			
2		12/04/2019		12/05/2019 8:56:03AM	12/05/2019	RP	RGS	8.000000	000000166	599999	04100	699001	10004	11120010			
3		12/04/2019		12/06/2019 8:44:22AM	12/06/2019	PD	RGS	2.500000	000000166	599999	04100	699001	10004	11120010			
4		12/04/2019		12/06/2019 8:44:22AM	12/06/2019	RP	RGS	-8.000000	000000166	599999	04100	699001	10004	11120010			

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### Screenshot of the Time Approval Audit Query Page (scrolled right)

												F	First 1-100 of 163	Last
Agency Use 1	Agency Use 2	PC Bus Unit	Project ID	Activity ID	Telecommute	Equipment	User Field 1	User Field 2	User Field 3	User Field 4	Sequence Number	Pay Req Nbr	Orig Sequence	Initial Seq Nbr
							20191213		SMRG232019		440248894000001	1	0	1
									SMRG232019		440248894000002	0	440248894000002	0
							20191213		SMRG232019		440248900000001	1	0	1
									SMRG232019		440248900000002	0	440248894000002	0

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### Time Entry Audit Query (V\_TA\_TIME\_ENTRY\_AUDIT)

**REVISED:** 04/01/2017

#### **DESCRIPTION:**

This query displays each time a Reported Time entry is touched and can be used to audit time entry activity.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TIME\_ENTRY\_AUDIT

#### INPUT / SEARCH CRITERIA:

Business Unit Empl ID Date From Date To

#### **OUTPUT FORMAT:**

HTML Excel CSV

#### Screenshot of the Time Entry Audit Query Page

Busin	ess Unit <u> </u> 50100	<u> </u>									
	Empl ID										
Da	te From 11/01/	2019									
	Date To 01/31/	2020 🙃									
	v Results										
		. Funder		Witness VIII E2: 407	14.5						
Dow	nioad results in	: Excel Spr	eadSheet CS	SV Text File XML File (27	kb)						
										First 1	-83 of 83 La
VICW	All									11130 1	-00 01 00 E
Row	Employee ID	Daily Date	Audit Action	Audit Time	Audit Oprid	Reported Status	TRC	Hours	Account Code		dified Time
		Daily Date 11/01/2019		Audit Time 11/01/2019 3:03:35PM	Audit Oprid	Reported Status	TRC RGS		Account Code 000427876		dified Time
Row 1		_	Α		Audit Oprid			5.000000		Last Mod	dified Time 3:03:35PM
Row 1 2		11/01/2019	A C	11/01/2019 3:03:35PM	Audit Oprid	sv	RGS	5.000000 5.000000	000427876	Last Mod 11/01/2019	dified Time 3:03:35PM 3:03:35PM
		11/01/2019 11/01/2019	A C X	11/01/2019 3:03:35PM 11/01/2019 3:03:40PM	Audit Oprid	sv sv	RGS RGS	5.000000 5.000000 5.000000	000427876 000427876	Last Mod 11/01/2019 11/01/2019	3:03:35PM 3:03:35PM 3:03:40PM
Row 1 2 3		11/01/2019 11/01/2019 11/01/2019	A C X A	11/01/2019 3:03:35PM 11/01/2019 3:03:40PM 11/01/2019 3:03:40PM	Audit Oprid	SV SV SB	RGS RGS RGS	5.000000 5.000000 5.000000 8.000000	000427876 000427876 000427876	Last Mod 11/01/2019 11/01/2019 11/01/2019	3:03:35PM 3:03:35PM 3:03:35PM 3:03:40PM 8:12:03AM
Row 1 2 3 4		11/01/2019 11/01/2019 11/01/2019 11/04/2019	A C X A	11/01/2019 3:03:35PM 11/01/2019 3:03:40PM 11/01/2019 3:03:40PM 11/05/2019 8:12:03AM	Audit Oprid	SV SV SB SV	RGS RGS RGS RGS	5.000000 5.000000 5.000000 8.000000 8.000000	000427876 000427876 000427876 000422507	Last Mod 11/01/2019 11/01/2019 11/01/2019 11/05/2019	3:03:35PM 3:03:35PM 3:03:35PM 3:03:40PM 8:12:03AM 8:12:03AM
Row 1 2 3 4 5		11/01/2019 11/01/2019 11/01/2019 11/04/2019 11/04/2019	A C X A C	11/01/2019 3:03:35PM 11/01/2019 3:03:40PM 11/01/2019 3:03:40PM 11/05/2019 8:12:03AM 11/12/2019 7:19:09AM	Audit Oprid	SV SV SB SV SV	RGS RGS RGS RGS RGS	5.000000 5.000000 5.000000 8.000000 8.000000	000427876 000427876 000427876 000422507 000422507	Last Mod 11/01/2019 11/01/2019 11/01/2019 11/05/2019 11/05/2019	3:03:35PM 3:03:35PM 3:03:35PM 3:03:40PM 8:12:03AM 8:12:03AM 7:19:09AM
1 2 3 4 5		11/01/2019 11/01/2019 11/01/2019 11/04/2019 11/04/2019 11/04/2019	A C X A C X	11/01/2019 3:03:35PM 11/01/2019 3:03:40PM 11/01/2019 3:03:40PM 11/05/2019 8:12:03AM 11/12/2019 7:19:09AM 11/12/2019 7:19:09AM	Audit Oprid	SV SV SB SV SV SS	RGS RGS RGS RGS RGS	5.000000 5.000000 5.000000 8.000000 8.000000 8.000000 8.000000	000427876 000427876 000427876 000422507 000422507 000422507	Last Mod 11/01/2019 11/01/2019 11/01/2019 11/05/2019 11/05/2019 11/12/2019	3:03:35PM 3:03:35PM 3:03:40PM 8:12:03AM 8:12:03AM 7:19:09AM 8:40:42AM

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### Weekly Submitted Hours Query (V\_TA\_TLAM\_WKLY\_HRS)

**REVISED:** 04/01/2017

#### **DESCRIPTION:**

This query displays the hours submitted in a work week and is used for monitoring purposes.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TLAM\_WKLY\_HRS

#### **INPUT / SEARCH CRITERIA:**

Business Unit Location (% for all) Department ID (% for all) Employee ID (% for all) Monday Start Date Sunday End Date

#### **OUTPUT FORMAT:**

HTML Excel CSV

### Screenshot of the Weekly Submitted Hours Query Page

	_TLAM_WKLY_HRS	Treeting Cubini						
	Business Unit 50100	Q						
L	ocation (% for all) %	Q						
Depart	ment ID (% for all) 10081	a						
-								
	oyee ID (% for all) %							
N	Monday Start Date 12/15/20	019						
	Sunday End Date 12/22/20	019 📆						
View	Results							
Down	load results in : Excel Sor	eadSheet CSV Tex	xt File XML Fil	le (3 kb)				
	load results in : Excel Spr	eadSheet CSV Tex	xt File XML Fil	le (3 kb)				First 1-10 of 10 Last
View A	al .				Supervisor Name	Supervisor ID	Workgroup	First 1-10 of 10 Last
View A	Employee Name	eadSheet CSVTe	Location	Department	Supervisor Name	Supervisor ID	Workgroup	Weekly Hours
View A Row 1	Employee Name DOE, JOHN		Location	Department	DOE, JOHN	Supervisor ID	VDOTEXTPB5	Weekly Hours 40.000000
View A	Employee Name		Location	Department		Supervisor ID		Weekly Hours
Row 1 2	Employee Name DOE, JOHN DOE, JOHN		Location 10	Department 10081 10081	DOE, JOHN DOE, JOHN	Supervisor ID	VDOTEXTPB5 VDOTEXTPB5	Weekly Hours 40.000000 40.000000
Row 1 2 3	Employee Name DOE, JOHN DOE, JOHN DOE, JOHN		Location 10 10	Department 10081 10081 10081	DOE, JOHN DOE, JOHN DOE, JOHN	Supervisor ID	VDOTEXTPB5 VDOTEXTPB5 VAPEXTPB5	Weekly Hours 40.000000 40.000000 40.000000
Row 1 2 3	Employee Name DOE, JOHN DOE, JOHN DOE, JOHN DOE, JOHN		Location 10 10 10 10	Department 10081 10081 10081 10081	DOE, JOHN DOE, JOHN DOE, JOHN DOE, JOHN	Supervisor ID	VDOTEXTPB5 VDOTEXTPB5 VAPEXTPB5 VDOTEXTPB5	Weekly Hours 40.000000 40.000000 40.000000 40.000000
Row 1 2 3 4 5	Employee Name DOE, JOHN DOE, JOHN DOE, JOHN DOE, JOHN DOE, JOHN DOE, JOHN		Location 10 10 10 10 10	Department 10081 10081 10081 10081 10081	DOE, JOHN DOE, JOHN DOE, JOHN DOE, JOHN DOE, JOHN	Supervisor ID	VDOTEXTPB5 VDOTEXTPB5 VAPEXTPB5 VDOTEXTPB5 VDOTNONEXM	Weekly Hours 40.000000 40.000000 40.000000 40.000000 40.000000
Row 1 2 3 4 5 6	Employee Name DOE, JOHN		Location 10 10 10 10 10 10 10 10	Department 10081 10081 10081 10081 10081 10081	DOE, JOHN DOE, JOHN DOE, JOHN DOE, JOHN DOE, JOHN DOE, JOHN	Supervisor ID	VDOTEXTPB5 VDOTEXTPB5 VAPEXTPB5 VDOTEXTPB5 VDOTNONEXM VDOTEXTPB5	Weekly Hours 40.000000 40.000000 40.000000 40.000000 40.000000
Row 1 2 3 4 5 6 7	Employee Name DOE, JOHN		Location 10 10 10 10 10 10 10 10 10	Department 10081 10081 10081 10081 10081 10081	DOE, JOHN	Supervisor ID	VDOTEXTPB5 VDOTEXTPB5 VAPEXTPB5 VDOTEXTPB5 VDOTNONEXM VDOTEXTPB5 VDOTEXTPB5	Weekly Hours 40.000000 40.000000 40.000000 40.000000 40.000000 40.000000

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# Time Reporting Exceptions Query (V\_TA\_TIME\_REPORTING\_EXCEPTIONS)

**REVISED:** 03/28/2017

#### **DESCRIPTION:**

This query displays Time Reporting exceptions by Location or Department.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V\_TA\_TIME\_REPORTING\_EXCEPTIONS

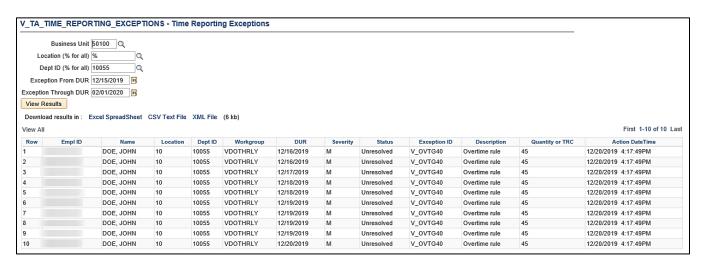
#### INPUT / SEARCH CRITERIA:

Business Unit Location (% for all) Dept ID (% for all) Exception From DUR Exception Through DUR

#### **OUTPUT FORMAT:**

HTML Excel CSV

#### Screenshot of the Time Reporting Exceptions Query Page



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### Workflow Setup Issues Query (V\_TA\_WORKFLOW\_SETUP\_ISSUES)

**REVISED:** 04/01/2017

#### **DESCRIPTION:**

This query displays various setup issues that may cause workflow problems, including employees reporting to vacant positions, employees missing reports to positions, approvers missing the approver role, employees with EMPLIDs not assigned to User IDs, approvers with EMPLIDs not assigned to User IDs, and multiple active approvers sharing positions.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Reporting Tools > Query > Query Viewer > V\_TA\_WORKFLOW\_SETUP\_ISSUES

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Location (% for all) Excel CSV

#### Screenshot of the Workflow Setup Issues Query Page

Business Unit 50100 Q Location (% for all) % Q View Results  Download results in: Excel SpreadSheet CSV Text File XML File (29 kb) View All  Manageria Manageria											
Row	Manager's Name	Manager's Location	Manager's ID	Manager's Position	Employee's Location	Employee's ID	Employee's Position	Issue Description			
1	DOE, JOHN	10		01810	10		08527	APPROVER MISSING APPROVER ROLE			
2	DOE, JOHN	10		01810	10		22171	APPROVER MISSING APPROVER ROLE			
3	DOE, JOHN	10		05849	10		23703	APPROVER MISSING APPROVER ROLE			
4	DOE, JOHN	10		01163	10		20213	APPROVER MISSING APPROVER ROLE			
5	DOE, JOHN	17		05584	17		22095	APPROVER MISSING APPROVER ROLE			
6	DOE, JOHN	17		05584	17		06623	APPROVER MISSING APPROVER ROLE			
7	DOE, JOHN	17		15527	17		00177	APPROVER MISSING APPROVER ROLE			
8					12		E2476	EMPLOYEE MISSING REPORTS TO POSITION			
9					12		H2701	EMPLOYEE MISSING REPORTS TO POSITION			
10					12		E2477	EMPLOYEE MISSING REPORTS TO POSITION			
11					12		E2479	EMPLOYEE MISSING REPORTS TO POSITION			
12					12		E2471	EMPLOYEE MISSING REPORTS TO POSITION			
13				05877	10		H0088	EMPLOYEE REPORTS TO VACANT POSITION			
14				05877	10		08518	EMPLOYEE REPORTS TO VACANT POSITION			

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### **CIPPS Exception Report (RTA027)**

**REVISED:** 03/28/2017

#### **DESCRIPTION:**

This report provides a list of discrepancies and issues associated with the validation of the Expanded Current Earnings (ECE) file against Cardinal data. The report can be used to identify and make payroll corrections as needed.

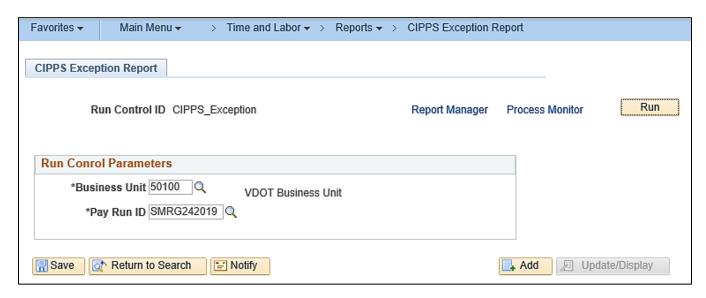
#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Reports > CIPPS Exception Report

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Business Unit PDF Pay Run ID CSV

#### Screenshot of the CIPPS Exception Report Run Control Page



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### Screenshot of the RTA027 CIPPS Exception Report

Report ID: RTA027					Commonwealth of Vir	_	Run Date: 03/12/2020 Run Time: 03:21 00
Business Unit: 50100 Pay Run ID: SMRG242019							Page No. 1 of 772
EMPLID/SSN Name	<u>Department</u>	Pay End Date	CIPPS Pay Codes L	ocation	CIPPS Company Sent Hrs	Received Hrs Amount	Error Message
DOE, JOHN	14021	12/10/2019	OF1 1	4	8.00		Reported time only exists in Cardinal with no corresponding
DOE, JOHN	14021	12/11/2019	OF1 1	4	8.00		Reported time only exists in Cardinal with no corresponding
DOE, JOHN	14021	12/12/2019	OF1 1	4	8.00		Reported time only exists in Cardinal with no corresponding
DOE, JOHN	14021	12/13/2019	OF1 1	4	8.00		Reported time only exists in Cardinal with no corresponding
DOE, JOHN	14021	12/16/2019	OF1 1	4	8.00		Reported time only exists in Cardinal with no corresponding
DOE, JOHN	14021	12/17/2019	OF1 1	4	8.00		Reported time only exists in Cardinal with no corresponding
DOE, JOHN	14021	12/18/2019	OF1 1	4	8.00		Reported time only exists in Cardinal with no corresponding

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### **Employee Leave Report (VTAR0010)**

**REVISED:** 01/24/2020

#### **DESCRIPTION:**

This report provides summary and detailed leave balance information (absences accrued/taken by an employee) and related detail transactions (if selected) for individual employees, a designated organization unit, or designated group of organization units such as District-wide or Residency-wide. The report can be used by employees to monitor leave balances as well as supervisors in managing employee leave activity.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Employee Leave

#### Absence Management Administration

Cardinal FIN > Cardinal HCM > Main Menu > Global Payroll & Absence Management > Absence and Payroll Processing > Reports > Employee Leave

#### **RUN CONTROL PARAMETERS:**

**OUTPUT FORMAT:** 

Set ID PDF Business Unit CSV

Department / Node Only [checkbox]

Empl ID

Pay Period End Date (can only run for a finalized pay period end date – either most recent finalized or past period)

Detail Transactions [checkbox]

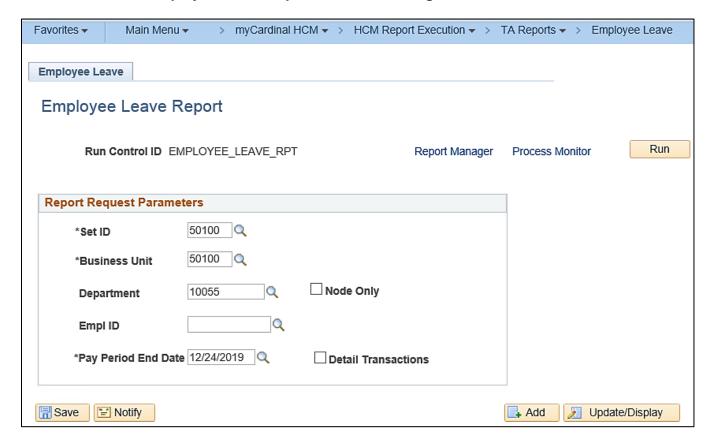
#### **ADDITIONAL INFORMATION:**

Leave types included in the summary section include all types that have had any activity from the beginning of the Leave Year through the Pay Period End Date, as specified in the run control parameters. At a minimum, this includes leave types that accrue (e.g., vacation and sick).

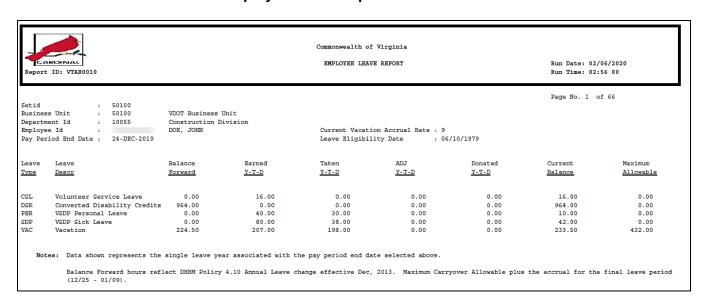
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#### Screenshot of the Employee Leave Report Run Control Page



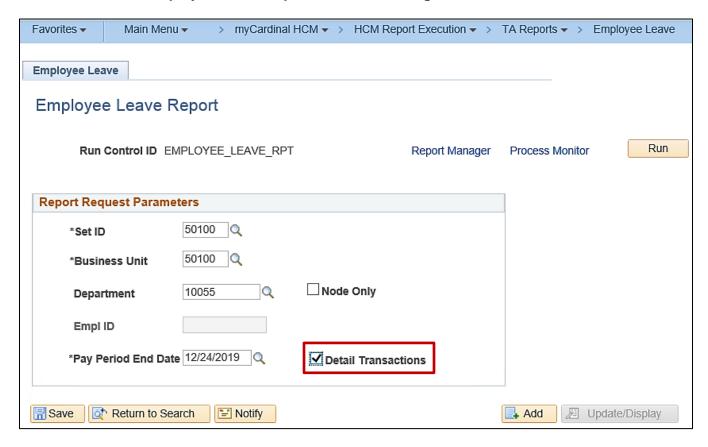
#### Screenshot of the VTAR0010 Employee Leave Report



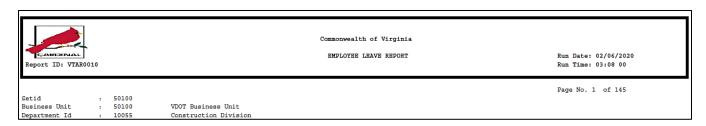
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#### Screenshot of the Employee Leave Report Run Control Page with Detail Transactions Selected



#### Screenshot of the VTAR0010 Employee Leave Report with Detail Transactions



#### Screenshot of the VTAR0010 Employee Leave Report with Detail Transactions (continued)

	Pa	ge No. 67	of 145						
Emp ID	Emp Name	Dent IDDescr		e Leave Reason		Leave Date	Pay Period End Date	Houre	Work Comp Plan
	DOE, JOHN	10055 Construction Division	SDP	SDP	VSDP Sick Leave	01/10/2019	01/24/2019	8.00	
	DOE, JOHN	10055 Construction Division	202	SDP	VSDP Sick Leave	01/10/2019	01/24/2019	10.00	
	DOE, JOHN	10055 Construction Division	902	SDP	VSDP Sick Leave	01/10/2019	01/24/2019	4.00	
	DOE, JOHN	10055 Construction Division	202	SDP	VSDP Sick Leave	01/10/2019	01/24/2019	1.50	
	DOE, JOHN	10055 Construction Division	PER	988	VSDP Personal Leave	01/10/2019	01/24/2019	8.00	
	DOE, JOHN	10055 Construction Division	202	SDP	VSDP Sick Leave	01/10/2019	01/24/2019	8.00	
	DOE, JOHN	10055 Construction Division	ADM	JRY	Jury Duty	01/10/2019	01/24/2019	4.00	
-	DOE, JOHN	10055 Construction Division	902	SDP	VSDP Sick Leave	01/11/2019	01/24/2019	8.00	
	DOE, JOHN	10055 Construction Division	VAC	VAC	Vacation	01/11/2019	01/24/2019	2.00	
	DOE, JOHN	10055 Construction Division	VAC	VAC	Vacation	01/11/2019	01/24/2019	1.50	
	DOE, JOHN	10055 Construction Division	VAC	VAC	Vacation	01/11/2019	01/24/2019	1.00	
	DOE, JOHN	10055 Construction Division	PER	PER	VSDP Personal Leave	01/11/2019	01/24/2019	1.00	
	DOE, JOHN	10055 Construction Division	VAC	VAC	Vacation	01/11/2019	01/24/2019	8.00	
	DOE, JOHN	10055 Construction Division	202	SDP	VSDP Sick Leave	01/11/2019	01/24/2019	8.00	

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### Screenshot of the VTAR0010 Employee Leave Report with Detail Transactions (continued)

								Pa	ige No.	of 145
Rmp ID	Emp Name DOE, JOHN DOE, JOHN DOE, JOHN DOE, JOHN	Dept   Dept	o VAC Vacation o VAC Vacation	From Date 01/09/2020 01/09/2020 01/06/2020 01/09/2020	01/09/2020 01/09/2020	Leave <u>Dur.Hrs</u> 4.00 4.00 32.00 8.00	Leave Req Ent. Employee Employee Manager Employee	Work Comp.Clm	Approved Approved Approved	Forecast <u>Eligibility</u> ELIGIBLE  ELIGIBLE  ELIGIBLE  ELIGIBLE
Notes:	Employee Leave :	Takes section and in the out	result in the related leave standing Leave requests sect: d/modified by Admin may not : equest is processed.	ion of the repor	rt.			1.		

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### **Hourly Employee Tracking Report (RTA005)**

**REVISED:** 03/28/2017

#### **DESCRIPTION:**

This report provides hours worked information for hourly employees. The report can be used to track employees approaching the hours limit on their contract and/or approaching the end of their contract period. The report is typically run for a contract year or beginning of current contract year through current period.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Hourly Employee Tracking

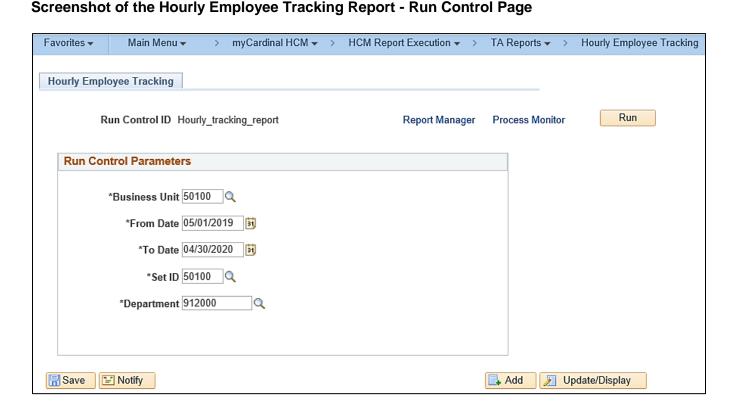
#### Time Administration

Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Reports > Hourly Employee Tracking

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Business Unit PDF From Date CSV

To Date Set ID Department



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### Screenshot of the RTA005 Hourly Employee Tracking Report

					Com	monwealth	of Virginia								
Report ID:					HOU	RLY EMPLOY	EE TRACKING					e: 03, e: 10			
Business Un	44.	50100	**	DOT Business	Unit					Pa	ge No	. 1	of 5		
ron Date:	16:	05/01/201	-	LOI EGSINESS	onic										
o Date:		04/30/202													
etid:		50100		DOT SetID											
Department:		912000		alem Distric	t Wide										
					Contract	Approved	Remaining	Contract	Contract			Status			
Emplid	Nama	Position	Location	Department	Hours	Hours	Hours	Start Date	End Date	A	В	<u>c</u>	D	E	G
	DOE. JOHN	H2641	12	12004	1400.00	954.00	446.00	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	H2651	12	12004	1400.00	342.50	1057.50	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	H2633	12	12006	1400.00	939.00	461.00	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	H2133	12	12006	1400.00	527.50	872.50	05/01/2019	04/30/2020	N	N	Ý	N	N	N
	DOE, JOHN	H2557	12	12006	1400.00	951.10	448.90	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	H2685	12	12008	1400.00	643.50	756.50	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	E2404	12	12008	1400.00	0.00	1400.00	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	H2638	12	12009	1400.00	368.00	1032.00	05/01/2019	04/30/2020	Y	N	Y	N	N	N
	DOE, JOHN	H2642	12	12011	1400.00	63.00	1337.00	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	H2642	12	12011	1400.00	361.00	1039.00	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	H2556	12	12012	1400.00	1096.00	304.00	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	H2114	12	12013	1400.00	16.00	1384.00	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	H2691	12	12015	1400.00	436.00	964.00	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	H2124	12	12017	1400.00	1000.00	400.00	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	H2696	12	12017	1400.00	615.00	785.00	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	H2562	12	12019	1400.00	898.30	501.70	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	H2658	12	12020	1400.00	1264.60	135.40	05/01/2019	04/30/2020	Y	N	Y	N	N	N
	DOE, JOHN	E2034	12	12021	1400.00	0.00	1400.00	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	H2109	12	12022	1400.00	864.00	536.00	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN DOE, JOHN	H2614 H2614	12	12022	1400.00	80.50 468.50	1319.50 931.50	05/01/2019	04/30/2020	N	N N	Y	N	N N	N N
	,	H2614 H2623	12	12022	1400.00	468.50 546.00	931.50 854.00	05/01/2019	04/30/2020	N	N N	Y		N N	N N
	DOE, JOHN DOE, JOHN	H2623 H2113	12	12025	1400.00	546.00 913.50	854.00 486.50	05/01/2019 05/01/2019	04/30/2020 04/30/2020	N N	N N	Y	N N	N N	N N
	DOE, JOHN	H2113 E2019	12	12026	1400.00	20.00	1380.00	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	H2019	12	12026	1400.00	80.00	1380.00	05/01/2019	04/30/2020	N	N N	Y	N	N N	N N
	DOE, JOHN	H2125	12	12026	1400.00	222.10	1177.90	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	H2139	12	12028	1400.00	680.50	719.50	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	H2125	12	12028	1400.00	172.00	1228.00	05/01/2019	04/30/2020	N	N	Ÿ	N	N	N
	DOE, JOHN	H2630	12	12028	1400.00	573.30	826.70	05/01/2019	04/30/2020	N	N	Y	N	N	N
	DOE, JOHN	H2674	12	12028	1400.00	815.30	584.70	05/01/2019	04/30/2020	N	N	Ŷ	N	N	N
	DOE, JOHN	H2140	12	12029	1400.00	1197.50	202.50	05/01/2019	04/30/2020	Y	N	Y	N	N	N
	DOE, JOHN	H2143	12	12029	1400.00	1141.00	259.00	05/01/2019	04/30/2020	Y	N	Ŷ	N	N	N
	DOE, JOHN	H2682	12	12029	1400.00	854.50	545.50	05/01/2019	04/30/2020	N	N	Y	N	N	N

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### **Payable Status Report (TL001)**

**REVISED:** 03/28/2017

#### **DESCRIPTION:**

This report provides details of Payable Time (including Time Reporting Code (TRC), hours, and payable status) entered each day for a one-week period by employee or Workgroup

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Payable Status Report

#### **Time Administration**

Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Reports > Payable Status

#### RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Description PDF From Date CSV Through Date TXT

#### Select Payable Status [checkboxes]

Online Estimate

Estimated

**Needs Approval** 

**Pushed Back** 

Approved

Denied

Sent to Payroll

Taken by Payroll

Rejected by Payroll

Check Reversed

No Pay

Distributed

Diluted

Closed

Ignore

#### **Employees to Process**

Empl ID

Group ID

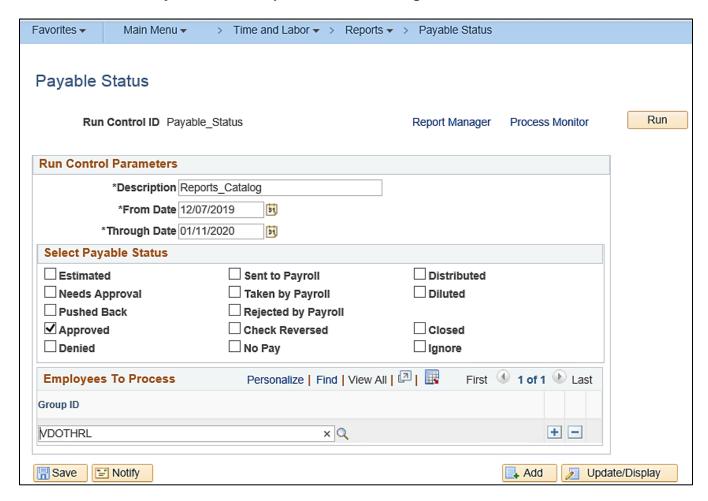
**Empl Record** 

Include or Exclude

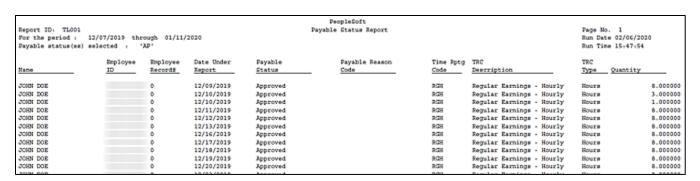
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#### Screenshot of the Payable Status Report Run Control Page



#### Screenshot of the TL001 Payable Status Report



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**REVISED:** 03/28/2017

#### **DESCRIPTION:**

This report provides a list of errors that occurred during Personnel Management Information System (PMIS) Profile and PMIS Position file uploads for the given Business Unit, date range, and employee type (Salaried or Hourly). The report can be used to identify and correct errors.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Reports > PMIS Error Report

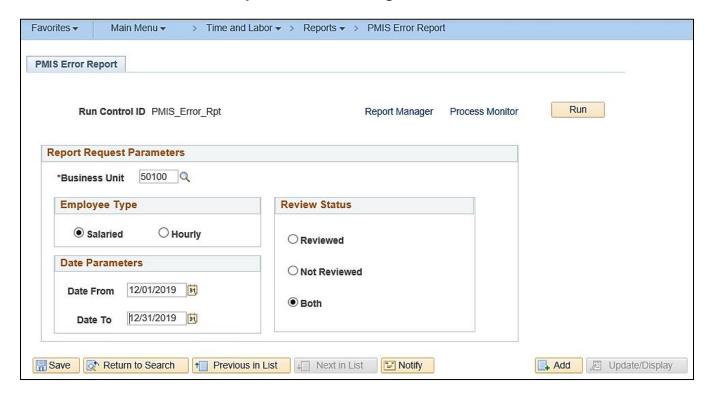
#### **RUN CONTROL PARAMETERS:**

**OUTPUT FORMAT:** 

**CSV** 

Business Unit Employee Type (Salaried, Hourly) Review Status (Reviewed, Not Reviewed, Both) Date From Date To

#### Screenshot of the PMIS Error Report Run Control Page



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### Screenshot of the RTA650 PMIS Position Error Report

4	А	В	С	D	Е	F	G	Н	1	J	K	L	M	N	0
1	Commony	vealth of V	'irgina												
2	PMIS Posi	tion Error r	eport												
3	Process In	stance: 13	22414												
4	Run Date:	03/05/202	0												
5	Report ID	: RTA650													
6	Business l	Jnit: 50100													
7	Date Rang	e: 01-APR-	2015 to 02	-APR-2015											
8	Employee	Type: S													
9	Review St	atus: Both													
10															
11	Reviewed	Location	Position	Run Date	Effective Date	PMIS Date	Fields	Old PMIS	New PMIS	Error Type	Error Desc	ription			
12	N	riewed Location Position Run I 19 19225 1-Ap			31-Mar-15	31-MAR-2	015-13.31.3	35.000000		N	No change	es in data f	rom existii	ng Cardinal	values

### Screenshot of the RTA650 PMIS Profile Error Report

4	А	В	С	D	Е	F	G	Н	1	J	K	L	М	N	0	Р
1	Commony	vealth of \	/irgina													
2	PMIS Prof	ile Error re	port													
3	Process In	stance: 13	22414													
4	Run Date:	03/05/202	.0													
5	Report ID	: RTA650														
6	Business L	Jnit: 50100	)													
7	Date Rang	e: 01-APR-	-2015 to 02	-APR-2015												
8	Employee	Type: S														
9	Review St	atus: Both														
10																
11	Reviewed	Location	Emplid	Run Date	Effective Date	PMIS Date	Fields	Old PMIS	New PMIS	Error Type	Error Desc	ription				
12	N	10		2-Apr-15	25-Mar-15	01-APR-20	015-09.07.3	37.000000		W	No change	in Persor	nal Data			
13	N	10		1-Apr-15	16-Feb-15	31-MAR-2	015-15.38.	51.000000		N	No change	in Data				
14	N	10		1-Apr-15	25-Mar-15	31-MAR-2	015-09.14.	55.000000		N	No change	in Data				
15	N	10		1-Apr-15	29-Jan-15	31-MAR-2	015-15.28.	21.000000		E	Invalid EFF	DT - EFFD	T received	is less than	n existing M	lax(EFFDT)
16	N	10		1-Apr-15	20-Feb-15	31-MAR-2	015-15.41.	35.000000		W	No change	in Persor	nal Data			
17	N	10		2-Apr-15	25-Mar-15	01-APR-20	015-08.53.1	L8.000000		W	No change	in Persor	nal Data			

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### **Potential Vacation Leave Forfeiture Report (RTA012)**

**REVISED:** 03/28/2017

#### **DESCRIPTION:**

This report provides projected vacation leave information within a predefined timeframe, including projected accruals and potential loss. The report can be requested for individual employees, designated organization unit, or designated group of organization units such as District-wide or Residency-wide. The report can be used by employees, supervisors, and timekeepers to help determine if individual employees might forfeit hours at leave year-end if the projected balances are in excess of the carryover maximum.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Potential Leave Forfeiture

#### Absence Management Administration

Cardinal FIN > Cardinal HCM > Main Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Potential Leave Forfeiture

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Set ID PDF
Business Unit CSV
Pay Period End Date
Employee ID

#### **ADDITIONAL INFORMATION:**

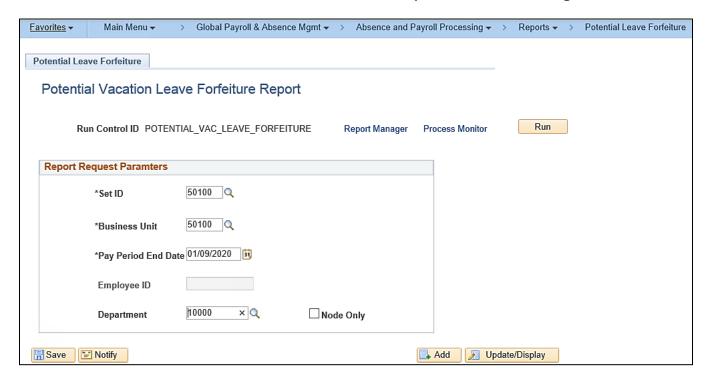
Department / Node Only [checkbox]

The report must be run for a future pay period end date to project the vacation balance. Typically, this is the leave year end date and should not be a date beyond the current leave year end date.

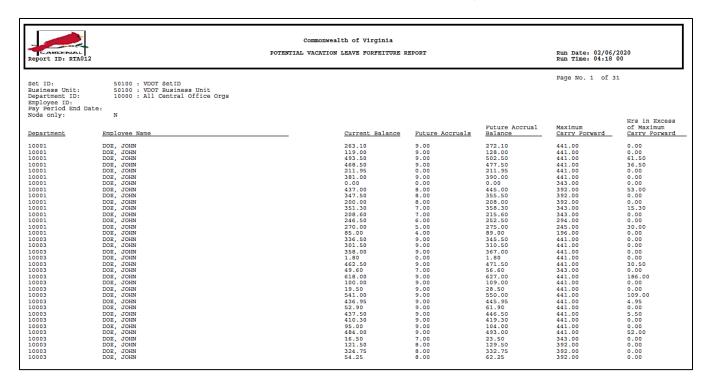
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#### Screenshot of the Potential Vacation Leave Forfeiture Report - Run Control Page



#### Screenshot of the RTA012 Potential Vacation Leave Forfeiture Report



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### **Scheduled Hours Report (TL004)**

**REVISED:** 03/28/2017

#### **DESCRIPTION:**

This report provides information about a time reporter's scheduled time, including details such as duration of work hours for employees.

#### **NAVIGATION PATH:**

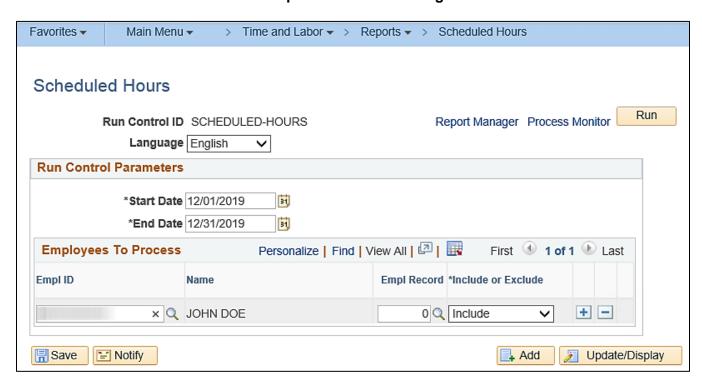
Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Reports > Scheduled Hours

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Start Date PDF End Date CSV Empl ID XLS

Empl Record Include or Exclude

#### Screenshot of the Scheduled Hours Report - Run Control Page



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### Screenshot of the TL004 Scheduled Hours Report

Report ID: TL00	4		Scheduled Hours Report		Page No. 1 Run Date 02/06/2020
Schedules From	12/01/2019 through 12/3:	1/2019			Run Time 16:24:03
Democrates From	zz, oz, zozo tintough zz, o.	_,			TIME TOLETION
ĺ					
1					
1					
/ 0	DOE, JOHN	Transport Operations Mgr III			
, ,	DOE, BOHN	Transport Operations Mgr III			
	Elapsed Schedule	Punch Schedule		Flex Schedule	
Date	Work Hours	Punch Type Time	Schedule In Schedule Out	Core Start Core End	Work Hours
12/01/2019	OFFDAY				
12/02/2019	8.00000				
12/03/2019	8.00000				
12/04/2019	8.000000				
12/05/2019	8.00000				
12/06/2019	8.00000				
12/07/2019	OFFDAY				
12/08/2019	OFFDAY				
12/09/2019	8.00000				
12/10/2019	8.00000				
12/11/2019	8.00000				
12/12/2019	8.00000				
12/13/2019	8.00000				
12/14/2019	OFFDAY				
12/15/2019	OFFDAY				
12/16/2019	8.000000				
12/17/2019	8.000000				
12/18/2019	8.000000				
12/19/2019	8.000000				
12/20/2019	8.00000				
12/21/2019	OFFDAY				
12/22/2019	OFFDAY				
12/23/2019	8.000000				
12/24/2019	8.00000				
12/25/2019	8.00000				
12/26/2019	8.00000				
12/27/2019	8.00000				
12/28/2019	OFFDAY				
12/29/2019	OFFDAY				
12/30/2019	8.00000				
12/31/2019	8.000000				

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### **Summary of Productive Hours Report (RTA030)**

**REVISED:** 03/28/2017

#### **DESCRIPTION:**

This report provides reported hours worked by Org and/or Employee and the related Time Reporting Code (TRC). The report can be used to analyze the use of TRCs by Org and/or Employees.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Summary of Prod. Hours Report

#### **Time Administration**

Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Reports > Summary of Prod Hours Report

#### **RUN CONTROL PARAMETERS:**

#### **OUTPUT FORMAT:**

**CSV** 

Set ID
Business Unit
Department / Node Only [checkbox]
Empl ID / Employee Detail [checkbox]
Pay Period Begin Date
Pay Period End Date
Employee Type (Excep Hrly, Hourly, Not Appl., Salaried)

### Screenshot of the Summary of Productive Hours Report - Run Control Page

Favorites •	Main Menu → > Time and Labor → > Re	eports ▼ > Summary of Prod.	Hours Report	
Summary of	Productive Hours			
R	Run Control ID Summary_Prod_Hours	Report Manager	Process Monitor	Run
	*Set ID 50100 Q  *Business Unit 50100 Q  Department 10003 Q  Empl ID  *Pay Period Begin Date 12/25/2019 **  *Pay Period End Date 01/09/2020 **  *Employee Type Salaried V	□ Node Only ☑ Employee Detail		
Save	Notify		Add Dpda	te/Display

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### Screenshot of the RTA030 Summary of Productive Hours Report

▲ A	В	С	D	E	F	G	Н	1	J	K	L	M	N	0	P	Q	R	S	T	U	V	W	X	Υ
1 Commonwealth of Virginia																								
2 SUMMARY OF PRODUCTIVE HOURS	Run Date: 02/0	07/2020																						
3 Report ID: RTA030	Run Time: 09:1	11 00																						
4 Page No. 1	of	1																						
5 Business Unit:	50100	VDOT Busine	ss Unit																					1
6 Setid:	50100	VDOT SetID																						1
7 Department:	10003	Administrati	ve Services	5																				1
8 Node Only:	N																							
9 Employee ID:																								
10 Pay Period Begin Date:																								
11 Pay Period End Date:																								
12 Employee Type:	S																							
13 Employee Detail:	Y																							1
14 Org.	Name	ID	Role	Type	ERG	RGH	RGS	RLW	RSW	COE	COH	COP	EO1	EO2	ES1	OCP	OS1	OT1	OT2	CPE	ECP	EOL	OTL	UOT
15 10003 - Administrative Services	DOE, JOHN		19152	S	(	) C	32	2 0	) (	0 0	(	0 0	0	0	(	0	(	) (	) (	) (	) C	0	0	0
16 10003 - Administrative Services	DOE, JOHN		19215	S	0	) C	8	3 C	) (	0 0	(	0 0	0	0	(	0	(	) (	) (	0	0	0	0	0
17 10003 - Administrative Services	DOE, JOHN		19156	S	0	) C	0	) (	) (	0 0	(	0 0	0	0	(	0	0	) (	) (	) (	) C	0	0	0
18 10003 - Administrative Services	DOE, JOHN		19221	S	(	) C	27	, c	) (	0 0	(	0 0	0	0	(	0	(	) (	0	) (	) C	0	0	0
19 10141 - Admin Serv - Field Procurement	DOE, JOHN		19152	S	C	C	0	) (	) (	0 0	(	0 0	0	0	(	0	(	) (	0 (	) (	) C	0	0	0
20 10141 - Admin Serv - Field Procurement	DOE, JOHN		19155	S	(	C	0	) (	) (	0 0	(	0 0	0	0	(	0	(	) (	) (	) (	C	0	0	0
21 10141 - Admin Serv - Field Procurement	DOE, JOHN		19151	S	(	) C	0	) (	) (	0 0	(	0 0	0	0	(	0	(	) (	0 (	) (	) C	0	0	0

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### **TimeCard Report (TL002)**

**REVISED:** 01/04/2020

#### **DESCRIPTION:**

This report provides a summary of employee time entries for a given period of time.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Reports > Time Card

RUN CONTROL PARAMETERS: OUTPUT FORMAT:

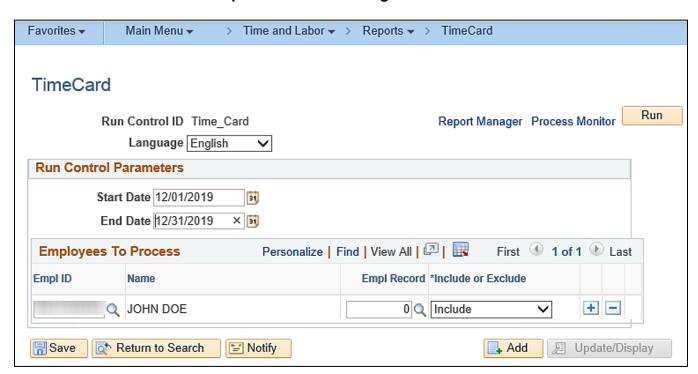
Start Date PDF

**End Date** 

**Employees to Process** 

Empl ID
Group ID
Empl Record
Include or Exclude

#### Screenshot of the TimeCard Report - Run Control Page



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### Screenshot of the TL002 TimeCard Report

			PeopleSoft		
Report ID: TL002			TimeCard Report		Page No. 1 Run Date 02/07/2020
For the period 12/	01/2019 throug	h 12/31/2019			Run Tima 09:56:47
Employee ID:					
	DOE, JOHN 79152 13028	Transportation O Dillwyn Area Hea			
REPORTED PUNCH TIME	E DETAIL				
Date/Time	Day	Type	Time Zone		
REPORTED ELAPSED T	IME DETAIL				
Date Under				Time Rptg	
Report 12/05/2019	Quantity 10.00000		Description Regular Earnings - Salaried	Code RGS	
Total for Amounts: Total for Units: Total for Hours: Total for Missing?		0.000000 0.000000 10.000000 0.000000			
PAYABLE TIME					
Date Under				Time Rptg	
Report	Quantity	Тура	Description	Code	Payable Status
12/25/2019	8.00000	00 Hours	Holiday	HOL	Approved
Total for Amounts:		0.00000			
Total for Units:		0.00000			
Total for Hours:		8.00000			
OUTSTANDING EXCEPT	IONS				
Date Exce	ption				
Time Reporter Sign	ature:				
Approval Signature	:		Approver's Name:(please print)		

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### Timesheet Report (RTA026)

**REVISED:** 03/28/2017

#### **DESCRIPTION:**

This report provides daily Timesheet transaction data in a detailed spreadsheet format and can be run by Employee ID, Reports to Position Number, Department ID, Project, or Cost Center/Department (ChartField). The report provides transaction information including Employee Name, TRCs, Hours, Work Group, Work Schedule, Last User, Proxy, Timesheet Submitted Status, Timesheet Approved Status, Exceptions, and accounting distributions. The report can be used to review timesheet submissions/approvals; determine whether there are errors on any timesheets; review employees' daily accounting distributions; and identify employees whose time needs to be submitted or approved.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Timesheet Report

#### Time Administration

Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Reports > Timesheet Report

#### RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Set ID CSV

**Business Unit** 

### Employee Type

Salaried Hourly)

#### Select Pay Period End Date or From/To Date

Pay Period End Date From Pay Period End Date To Pay Period End Date

#### Show All Statuses

Action Required Only [checkbox]

#### Employees to Process

Reports To Position
Empl ID
Department / Node Only [checkbox]
Project
Cost Center
Department CF

Time Reporting Codes (Optional)

#### **ADDITIONAL INFORMATION:**

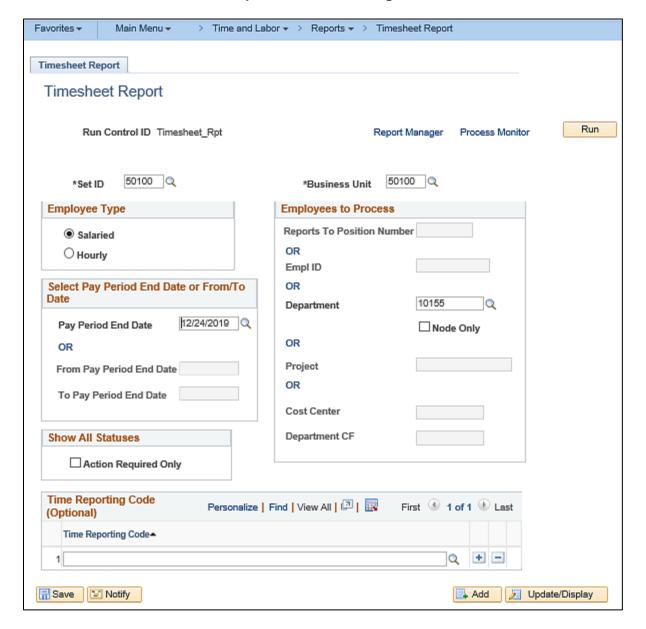
Timesheet Submission Status Values: AJ (Adjusted), SB (Submitted), SV (Saved), DL (Deleted) Timesheet Approved Status Values: AP (Approved), DN (Denied), NA (Needs Approval), \*PD (Paid), \*RP (Rejected by Payroll), \*TP (Taken by Payroll)

\*Note: These are only applicable to allocation and do not affect whether an employee is paid or not.

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#### Screenshot of the Timesheet Report Run Control Page



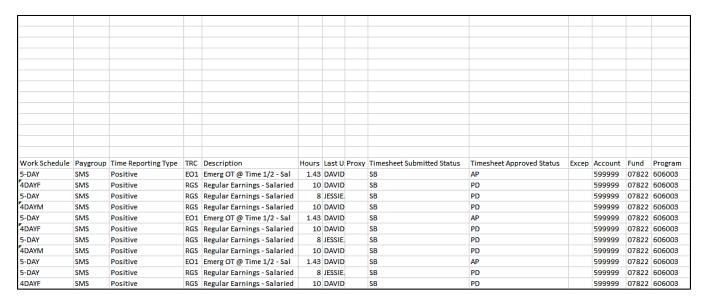
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#### Screenshot of the RTA026 Timesheet Report

- 1	۸	В	C D	E	F	G	Н	1	1	К
1	Commonwealth of Vir		С	E .	Г	G	п	'	J	K
	Run Date: 03/06/2020	-	POPT							
		Run Time: 11:								
	Page No. 1	of	3							
	-	: VDOT SetID	3							
			of Transportation							
			· · · · · · · · · · · · · · · · · · ·							
	Pay Period From Date		3							
	Pay Period To Date: 2									
_		L55 : Coleman	Bridge							
	Salaried									
_	All statuses									
	TRC :									
13										
_	Pay Period End Date		Retro Flag Department	· · · · · · · · · · · · · · · · · · ·	Reports To Position #	Reports To Emplid	Reports to Name	Emplid	Employee Name	Workgroup
15	24-Dec-19	10-Dec-19		Coleman Bridge			DOE, JOHN		DOE, JOHN	VDOTNONEXM
16	24-Dec-19	10-Dec-19	1015	Coleman Bridge	13014		DOE, JOHN		DOE, JOHN	VDOTEXTPB5
17	24-Dec-19	10-Dec-19	1015	Coleman Bridge	13014		DOE, JOHN		DOE, JOHN	VDOTNONEXM
18	24-Dec-19	10-Dec-19	1015	Coleman Bridge	13014		DOE, JOHN		DOE, JOHN	VDOTNONEXM
19	24-Dec-19	11-Dec-19	1015	Coleman Bridge	13014		DOE, JOHN		DOE, JOHN	VDOTNONEXM
20	24-Dec-19	11-Dec-19	1015	Coleman Bridge	13014		DOE, JOHN		DOE, JOHN	VDOTEXTPB5
21	24-Dec-19	11-Dec-19	1015	Coleman Bridge	13014		DOE, JOHN		DOE, JOHN	VDOTNONEXM
22	24-Dec-19	11-Dec-19	1015	Coleman Bridge	13014		DOE, JOHN		DOE, JOHN	VDOTNONEXM
23	24-Dec-19	12-Dec-19	1015	Coleman Bridge	13014		DOE, JOHN		DOE, JOHN	VDOTNONEXM
24	24-Dec-19	12-Dec-19	1015	Coleman Bridge	13014		DOE, JOHN		DOE, JOHN	VDOTNONEXM
25	24-Dec-19	12-Dec-19	1015	Coleman Bridge	13014		DOE, JOHN		DOE, JOHN	VDOTEXTPB5

#### Screenshot of the RTA026 Timesheet Report (scrolled right)



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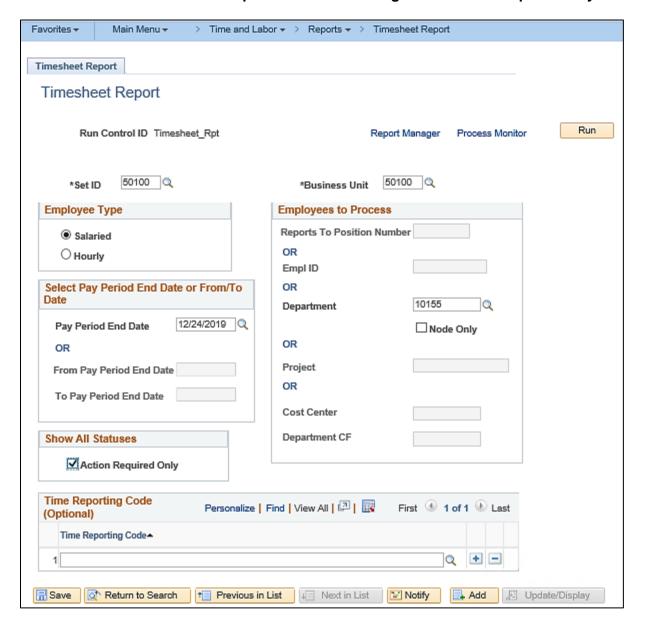
### Screenshot of the RTA026 Timesheet Report (continued scrolled right)

Department	Cost Center		Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project ID	Activity ID	Telecommute	Equipment
10155	52070020	073								
10155	52070020	073								
10155	52070020	073								
10155	52070020	073								
10155	52070020	073								
10155	52070020	073								
10155	52070020	073								
10155	52070020	073								
10155	52070020	073								
10155	52070020	073								
		073								

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#### Screenshot of the Timesheet Report - Run Control Page with Action Required Only Checked



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### Screenshot of the RTA026 Timesheet Report - with Action Required Only

		•								_	
4	Α	В	С	D	E	F	G	Н	1	J	K
1	Commonwealth of V	/irginia									
2	Run Date: 03/06/202	TIMESHEET RE	EPORT								
3	Report ID: RTA026	Run Time: 11:	:26 00								
4	Page No. 1	of	1								
5	Set ID: 50100	: VDOT SetID									
6	Business Unit: 50	100 : VA Dept	of Transpor	tation							
7	Pay Period From Dat	e: 24-DEC-201	9								
8	Pay Period To Date:	24-DEC-2019									
9	Department: 10	155 : Coleman	Bridge								
10	Salaried										
11	All statuses that nee	d action									
12	TRC :										
13											
14	Pay Period End Date	Daily Date	Retro Flag	Department	Description	Reports To Position #	Reports To Emplid	Reports to Name	Emplid	<b>Employee Name</b>	Workgroup
15	24-Dec-19	23-Dec-19		10155	Coleman Bridge	19438		DOE, JOHN		DOE, JOHN	VDOTNONEXM
16	Notes:										
17	1)If the Daily Date is	displayed as	a date range	e, it indicates	that the absence	is not processed or is o	only partially proces	sed			
18	(spans into future	periods) or is t	riggered fo	r reprocessin	g but has not yet	been reprocessed.					
19	2)Absence requests	that cross pay	periods ma	ay result in ov	erlapping transa	ctions appearing as bot	h processed and un	processed in the re	eport.		
20	3)Hours for absence	requests crea	ited/modifi	ed by Admin	may not reflect t	ne appropriate duration	n for unprocessed a	bsences.			
21	Calculated hours w	ill be reflecte	d once the i	request is pro	cessed.						

### Screenshot of the RTA026 Timesheet Report - with Action Required Only (scrolled right)

Work Schedule	Paygroup	Time Reporting Type	TRC	Description	Hours	Last User	Proxy	Timesheet Submitted Status	Timesheet Approved Status
5-DAY	SMS	Positive	RGS	Regular Earnings - Salaried	8			SB	NA

## Screenshot of the RTA026 Timesheet Report - with Action Required Only (continued scrolled right)

Excep	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project ID	Activity ID	Telecommute	Equipment
	599999	07822	606003	10155	52070020		073								

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### **Timesheet Exception Report (RTA024)**

**REVISED:** 03/29/2017

#### **DESCRIPTION:**

This report provides overtime transaction information by date, TRC, and number of hours for employees in a Department who report overtime TRCs on their Timesheets and overtime transaction information for employees whose reported hours do not match their scheduled hours. The report can be used to monitor overtime and identify those employees whose recorded time is not the same as their scheduled time for a designated pay period. The Timesheet Exception Report may also be referred to as the Timesheet Schedule Exception and Overtime Review Report.

#### **NAVIGATION PATH:**

Cardinal FIN > Cardinal HCM > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Timesheet Exception Report

#### Time Administration

Cardinal FIN > Cardinal HCM > Main Menu > Time and Labor > Reports > Timesheet Exception Report

#### RUN CONTROL PARAMETERS: OUTPUT FORMAT:

Set ID PDF Business Unit CSV

<u>Date Parameters</u>
Pay Period End Date
From Pay Period End Date

To Pay Period End Date

Report Parameters

Reports To Position

Empl ID

Department / Node Only [checkbox]

Show All Employees

Variance Only [checkbox]

**Show Submitted Time** 

Approved Only [checkbox]

**Employee Type** 

Salaried

Hourly

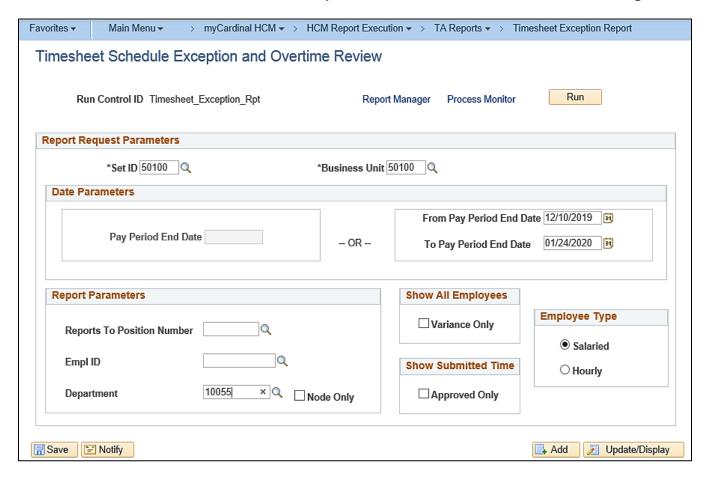
#### **ADDITIONAL INFORMATION:**

The report is divided into two sections – (1) Overtime Review and (2) Deviation from Scheduled Hours. Reported hours (including the sum of the total regular productive and non-productive hours) are compared to the Scheduled hours. Any variance calculated in Reported hours to Scheduled hours is reported. In the context of the report, a variance of those hours denotes an exception. The report can be used by managers and supervisors to review overtime reported by employees in a Department and research hours reported by employees that do not match the employees' schedules. At a higher level the report can be used to monitor the status of timesheets (e.g., hours recorded versus expected hours for the pay period).

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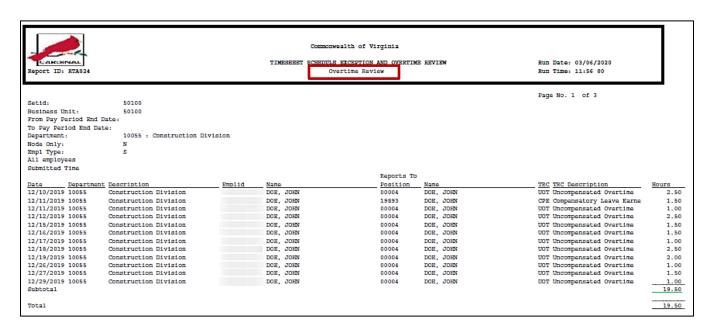
#### Screenshot of the Timesheet Schedule Exception and Overtime Review - Run Control Page



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## Screenshot of the RTA024 Timesheet Schedule Exception and Overtime Review Report – Overtime Review



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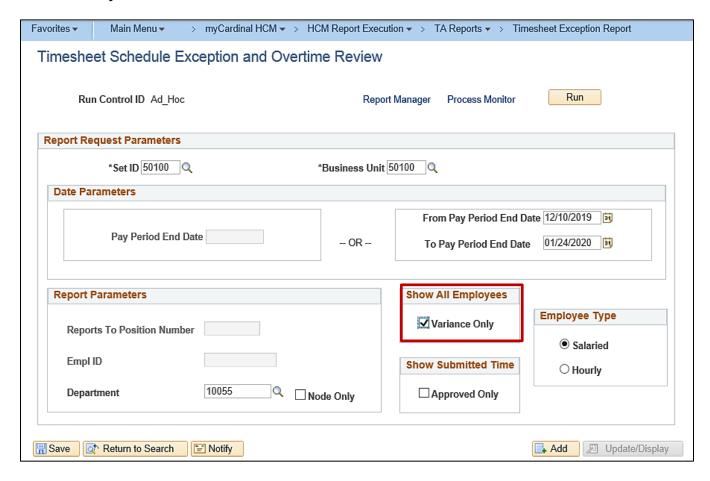
## Screenshot of the RTA024 Timesheet Schedule Exception and Overtime Review Report - Deviation from Scheduled Hours

								alth of Vir							
Report ID	: RTA024					TIMES	SHEET SCHEDITA						te: 03/06		
							Deviation	from Schedu	led H	ours			ne: 11:56		
Setid:		50100										Page No	0. 2 of	3	
Business		50100													
	Period End Date:														
-	riod End Date:		_												
Departmen			Construc	ction Divisi	on										
Node Only		N S													
Empl Type		5													
All emplo Submitted											Total				
submicted	Time														
											Reg Prod Non-Prod	2			Total
	. December			Description 1				Reports to				Scheduled		Prod OT	Hours
nepar chian	t Description			Emplid	Name			Position	Name		Hours	Hours	Variance	nours	Reported
.0055	Construction D	Marteton			DOE.	anun		04129	DOE.	JOHN	109.00	272.00	163.00	0.00	109.00
.0055	Construction I				DOE,			00088	DOE,	JOHN	96.00	272.00	176.00	0.00	96.00
.0055	Construction D				DOE.			04129	DOE.	JOHN	88.00	272.00	184.00	0.00	88.00
.0055	Construction D				DOE,			04129	DOE,	JOHN	144.00	272.00	128.00	0.00	
10055	Construction D				DOE.			19893	DOE.	JOHN	128.00	272.00	144.00	0.00	
10055	Construction D					JOHN		04129	DOE,	JOHN	96.00		176.00	0.00	96.00
.0055	Construction D					JOHN		23173	DOE,	JOHN	96.00		176.00	0.00	96.00
.0055	Construction D				DOE.			23173	DOE.	JOHN	128.00		144.00	0.00	
10055	Construction D				DOE.			23173	DOE.	JOHN	176.00	272.00	96.00	0.00	176.00
10055	Construction D				DOE,			23173	DOE.	JOHN	176.00	272.00	96.00	0.00	176.00
10055	Construction D				DOE,			19893	DOE,	JOHN	96.00		176.00	1.50	97.50
10055	Construction D				DOR.			21691	DOE.	JOHN	112.00	272.00	160.00	0.00	
10055	Construction D					JOHN		21691	DOE.	JOHN	144.00		128.00	0.00	
10055	Construction D				DOE.			19892	DOE.	JOHN	96.00	272.00	176.00	0.00	96.00
10055	Construction D				DOE,			04145	DOE,	JOHN	112.00		160.00	0.00	
10055	Construction D				DOE,			04145	DOE,	JOHN	96.00	272.00	176.00	0.00	96.00
10055	Construction D	ivision			DOE.			21346	DOE.	JOHN	144.00	272.00	128.00	0.00	144.00
0055	Construction D				DOE.			00008	DOE.	JOHN	128.00	272.00	144.00	0.00	128.00
.0055	Construction D				DOR.			00004	DOE.	JOHN	168.00	272.00	104.00	18.00	186.00
0055	Construction D					JOHN		19893	DOE,	JOHN	96.00		176.00	0.00	96.00
0055	Construction D	ivision			DOE,	JOHN		19893	DOE,	JOHN	152.00	272.00	120.00	0.00	152.00
0055	Construction D	ivision			DOE,	JOHN		21346	DOE,	JOHN	96.00	272.00	176.00	0.00	96.00
0055	Construction D	ivision			DOE,	JOHN		23173	DOE,	JOHN	144.00	272.00	128.00	0.00	144.00
10055	Construction D	ivision			DOR,	JOHN		00008	DOE,	JOHN	96.00	272.00	176.00	0.00	96.00
10055	Construction D	ivision			DOE,	JOHN		04129	DOE,	JOHN	142.00	270.00	128.00	0.00	142.00
0055	Construction D	ivision			DOE,	JOHN		08589	DOE,	JOHN	120.00	272.00	152.00	0.00	120.00
0055	Construction D	ivision			DOE,	JOHN		23058	DOE,	JOHN	67.00	272.00	205.00	0.00	67.00
0055	Construction D	ivision			DOE,	JOHN		23058	DOE,	JOHN	96.00	272.00	176.00	0.00	96.00
.0055	Construction D	ivision			DOE,	JOHN		21371	DOE,	JOHN	96.00	272.00	176.00	0.00	96.00
10055	Construction I	ivision			DOE,	JOHN		08589	DOE,	JOHN	144.00	272.00	128.00	0.00	144.00
10055	Construction D	ivision			DOE,	JOHN		08589	DOE,	JOHN	147.00	272.00	125.00	0.00	147.00
10055	Construction I	ivision			DOE,	JOHN		23003	DOE,	JOHN	152.00	272.00	120.00	0.00	152.00
10055	Construction D	ivision			DOE,	JOHN		23003	DOE,	JOHN	96.00	272.00	176.00	0.00	96.00
10055	Construction I	ivision			DOE,	JOHN		05043	DOE,	JOHN	128.00	272.00	144.00	0.00	128.00
10055	Construction D	ivision			DOE,	JOHN		05043	DOE,	JOHN	143.00	271.00	128.00	0.00	143.00

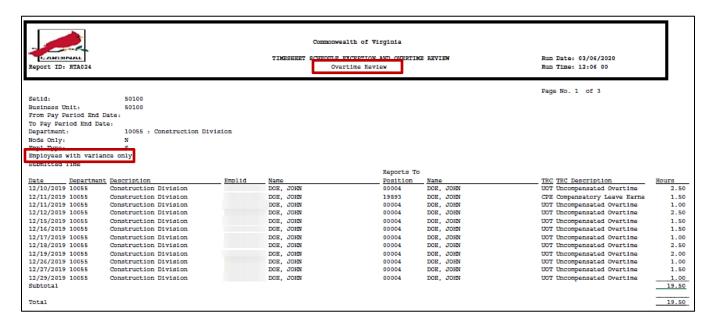
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## Screenshot of the Timesheet Schedule Exception and Overtime Review - Run Control Page with Variance Only



Screenshot of the RTA024 Timesheet Schedule Exception and Overtime Review Report - Deviation from Scheduled Hours with Variance Only



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## Screenshot of the RTA024 Timesheet Schedule Exception and Overtime Review Report - Deviation from Scheduled Hours with Variance Only (continued)

					Common	wealth of Vir	ginia						
Report ID:	RTA024				TIMESHEET SCHEDUL	EXCEPTION A	ND OV	ERTIME REVIEW		Run Dat	e: 03/06	/2020	
					Deviation	n from Schedu	led H	ours		Run Tir	ne: 12:06	00	
Setid:	5010									Page No	. 2 of	3	
Business Un		0											
	riod End Date:												
To Pay Peri	od End Date:												
Department:		5 : Constru	ction Divisio	on									
Node Only:	N												
Empl Type:	S												
	ith variance only												
submicted 1	188	•							Total				
									Reg Prod	2			
									Non-Prod				Total
						Reports to				Scheduled			Hours
Department	Description		Emplid	Nana		Position	Name		Hours	Hours	Variance	Hours	Reported
	Construction Divisi			DOR, JOHN		04129	DOE,		109.00	272.00	163.00	0.00	109.00
	Construction Divisi			DOE, JOHN		19892	DOE,		128.00	272.00	144.00	0.00	128.00
	Construction Divisi			DOE, JOHN		04129	DOE,		88.00	272.00	184.00	0.00	88.00
	Construction Divisi			DOR, JOHN		04129		JOHN	144.00	272.00	128.00	0.00	144.00
	Construction Divisi			DOE, JOHN		19893	DOE,		128.00	272.00	144.00	0.00	128.00
	Construction Divisi			DOE, JOHN		04129	DOE,	JOHN	96.00	272.00	176.00	0.00	96.00
	Construction Divisi			DOE, JOHN		23173	DOE,	JOHN	96.00	272.00	176.00	0.00	96.00
	Construction Divisi			DOE, JOHN		23173	DOE,	JOHN	128.00	272.00	144.00	0.00	128.00
	Construction Divisi			DOE, JOHN		04145	DOE,	JOHN	112.00	272.00	160.00	0.00	112.00
	Construction Divisi			DOE, JOHN		21691	DOE,	JOHN	112.00	272.00	160.00	0.00	112.00
	Construction Divisi			DOE, JOHN		23173	DOE,	JOHN	176.00	272.00	96.00	0.00	176.00
	Construction Divisi			DOE, JOHN		23173	DOE,	JOHN	176.00	272.00	96.00	0.00	176.00
	Construction Divisi			DOE, JOHN		04145	DOE,	JOHN	96.00	272.00	176.00	0.00	96.00
	Construction Divisi			DOE, JOHN		08589	DOE,	JOHN	144.00	272.00	128.00	0.00	144.00
	Construction Divisi			DOE, JOHN		21691	DOE,		144.00	272.00	128.00	0.00	144.00
	Construction Divisi			DOE, JOHN		23058		JOHN	67.00	272.00	205.00	0.00	67.00
	Construction Divisi			DOE, JOHN		08589	DOE,	JOHN	147.00	272.00	125.00	0.00	147.00
	Construction Divisi			DOE, JOHN		21371	DOE,		96.00	272.00	176.00	0.00	96.00
	Construction Divisi			DOE, JOHN		21346	DOE,	JOHN	144.00	272.00	128.00	0.00	144.00
	Construction Divisi			DOE, JOHN		19892	DOE,	JOHN	96.00	272.00	176.00	0.00	96.00
	Construction Divisi			DOE, JOHN		19893	DOE,	JOHN	96.00	272.00	176.00	1.50	97.50
	Construction Divisi			DOE, JOHN		09016	DOE,	JOHN	110.00	270.00	160.00	0.00	110.00
	Construction Divisi			DOR, JOHN		00008	DOE,	JOHN	128.00	272.00	144.00	0.00	128.00
	Construction Divisi			DOE, JOHN		00004	DOE,	JOHN	168.00	272.00	104.00	18.00	186.00
	Construction Divisi			DOE, JOHN		23003	DOE,	JOHN	152.00	272.00	120.00	0.00	152.00
	Construction Divisi			DOE, JOHN		09016	DOE,	JOHN	112.00	272.00	160.00	0.00	112.00
	Construction Divisi			DOE, JOHN		05043	DOE,	JOHN	48.00	272.00	224.00	0.00	48.00
	Construction Divisi			DOE, JOHN		19893	DOE,	JOHN	96.00	272.00	176.00	0.00	96.00
	Construction Divisi			DOE, JOHN		05043	DOE,	JOHN	128.00	272.00	144.00	0.00	128.00
	Construction Divisi			DOE, JOHN		19893	DOE,	JOHN	152.00	272.00	120.00	0.00	152.00
	Construction Divisi			DOE, JOHN		23003	DOE,		96.00	272.00	176.00	0.00	96.00
	Construction Divisi			DOE, JOHN		00409	DOE,	JOHN	152.00	272.00	120.00	0.00	152.00
	Construction Divisi			DOE, JOHN		00409	DOE,	JOHN	100.50	272.00	171.50	0.00	100.50
	Construction Divisi			DOE, JOHN		09016	DOE,	JOHN	96.00	272.00	176.00	0.00	96.00
10055	Construction Divisi			DOE, JOHN		00409	DOD	JOHN	110.00	270.00	160.00	0.00	110.00

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